

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Department Authority
Oath of Office

DEPARTMENT AUTHORITY

101.00 PURPOSE

The purpose of this General Order is to establish the procedure for newly hired police officers to accept their duties and responsibilities with the City of Ferguson, Missouri.

101.01 PROCEDURE

1. Upon employment by the City of Ferguson, MO and in order to assume sworn status, each new police employee will be administered the oath of office by the Ferguson City Clerk.
2. Upon receiving the oath of office, each new police employee will execute a sworn affidavit, as provided by the Ferguson City Clerk, agreeing to support the Constitution of the United States and the State of Missouri, comply with the laws of the City of Ferguson, MO and faithfully discharge the duties of his/her position in accordance with the Law Enforcement Code of Ethics. This affidavit shall be notarized.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 1.1

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Agency Authority
Agency Jurisdiction

DEPARTMENT JURISDICTION

102.00 PURPOSE

The purpose of this General Order is to establish the Department's jurisdictional authority, boundaries, and scope of responsibility.

102.01 POLICY

- A. It is the policy of the Ferguson Police Department that all sworn members of the Department follow the legally mandated authority given them as stated so they will exercise their authority in a fair and impartial manner, ever mindful of the needs of the community.
 - 1. Missouri State Constitution, Article VI, section 19(a), states in part: "...shall have all powers which the general assembly of the State of Missouri has authority to confer upon any city... Such city shall, in addition to its home rule powers, have all powers conferred by law."
 - 2. Revised Statutes of Missouri (RSMo) section 71.200, states: "All cities in this state shall have power to appoint both men and women as members of the police force and to prescribe their duties and provide for their compensation."
 - 3. The Municipal Code of the City of Ferguson, section 2-251 states in part: "The chief of police and all police officers shall have power at all times, with proper process, to make or order an arrest for any offense against the ordinances of the city or laws of the state,"
- B. The director of the police department shall be Chief of Police. The Chief of Police shall be appointed by the City Manager on the basis of his administrative abilities and his qualifications.

102.02 PROCEDURE

- A. The Police Department has an official detailed map, which includes the boundaries of City of Ferguson.

April 26, 2011

- B. Each member has written documentation, which specifies the City's geographical boundaries.

By order of:

A handwritten signature in cursive script, reading "Colonel Thomas Jackson". The signature is written in dark ink and is positioned above the printed name and title.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 1.2

April 26, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Ethics

Mission, Department

Values

DEPARTMENT PURPOSE AND MISSION**103.00 PURPOSE**

The purpose of this General Order is to define the mission and operational values of the Ferguson Police Department. All employees are expected to embrace and comply with the mission and values of this Department.

103.01 MISSION

The mission of the Ferguson Police Department is to enforce the law, maintain the peace, protect life and property and promote the quality of life in the City of Ferguson. To accomplish our mission we depend upon a partnership among citizens, elected officials and city employees.

103.02 ORGANIZATIONAL VALUES

- A. We value both personal and organizational integrity. Honest government is our first responsibility. This means that we:
1. Ensure that accurate reporting occurs at all levels;
 2. Promote and recognize ethical behavior and actions;
 3. Value the reputation of our profession and agency, and promote honesty within the Department;
 4. Openly address ethical and operational issues that arise within the Department.
- B. We value teamwork as an essential component of organizational effectiveness. This means that we:
1. Strive to minimize conflict which impacts our efforts yet support the constructive airing and resolution of differences in the name of delivering quality police services;

2. Listen to and promote suggestions emanating from all citizens, officials, and employees;
3. Place great emphasis upon the personal qualities that contribute to teamwork: respect for others, common courtesy, humility, a desire to contribute and a caring attitude.

C. We value a spirit of professionalism. That means:

1. Our conduct, appearance and demeanor always reflect a professional attitude;
2. The successful completion of the task is more important than who gets the credit;
3. A professional attitude dictates a dispassionate analysis of issues, free of personal biases and with a commitment to the organization and the community;
4. We encourage and support the personal and professional growth of our employees through training and education.

D. We value a humane organization. That means we:

1. Believe that our work should be a source of enjoyment and satisfaction;
2. Wish to promote an atmosphere that encourages all employees to reach their potential and allows for excellence;
3. Support a system which guarantees the employment, assigned and promotion of employees based on merit;
4. Fairly weigh each complaint against an employee and act only after careful consideration of all evidence for or against the employee;

E. We value the constitutional, civil and human rights of all citizens. That means we:

1. Enforce the law in compliance with constitutional guarantees protecting the rights of all citizens;
2. Treat all persons we come into contact equally and in a courteous manner, regardless of race, sex, age, religion, nationality, social position, sexual preference or economic status;
3. Respect the dignity of all persons;
4. Will not use our position of authority to abuse any citizen.

April 26, 2011

F. We value the ideal of service to our community. That means we:

1. Promote programs that improve the relationship between our members and the community at large;
2. Encourage employee members alike to develop a social awareness of the needs of the City of Ferguson;
3. Believe that our purpose and mission is to help all people.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a faint blue circular stamp.

COLONEL THOMAS JACKSON
Chief of Police

Attachment:

IACP Code of Ethics

Distribution:

All Department Personnel

MPCCF Reference 1.3



Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger. Scorn, or ridicule; develop self-restraint; and be consistently mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officially or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objections and ideals, dedicating myself before God to my chosen profession law enforcement.

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Goals

Objectives

GOALS AND OBJECTIVES**104.00 PURPOSE**

The purpose of this General Order is to establish procedures for the development of goals and objectives for the Ferguson Police Department.

104.01 DEFINITIONS

- A. Goals are the desired outcome. Goals tend to be broad, long term guides that provide solid direction, guidance and stability for planning.
- B. Objectives are the steps utilized to achieve a specific goal. Objectives tend to be specific, measurable, obtainable statements of actions to be accomplished.

104.02 POLICY

The responsibility for the preparation of annual goals and objectives rests with the Chief of Police.

104.03 PROCEDURE

- A. The Chief of Police will annually identify specific goals for the department to include a time line for progress evaluation and updating if required. The goals will be developed during the annual budget process when the Chief of Police meets with the Captains of Police and organizational component commanders. This process usually begins in March with meetings. The Captains and component commanders will submit recommendations, suggestions and budget "wish list" items for the following year. In the period from March through June, the Chief of Police will then finalize the budget proposal as well as the department goals for the following year.
- B. When the final version of the annual budget has been approved by the Mayor and City Council, the department goals will be documented in the printed version of the City of Ferguson annual budget. The department goals will also be distributed in writing to all personnel in the form of a Special Order.
- C. Each organizational component of the department; Administration, Field Operations, Support Services and Communications, will prepare a plan and submit it to the Chief

April 26, 2011

of Police containing a list of objectives which are designed to meet the specific organizational component goal(s) as established in the annual City budget. These objectives should be clear, concise, and measurable and have a time line to report progress.

- D. The organizational component commanders will distribute in writing to all of their personnel the objectives which each component is expected to achieve in order to meet the department goals. These objectives should be reviewed quarterly to ensure objectives are being met and/or modifications introduced to see that objectives are achieved.
- E. During the same budget preparation process from March through June, the Chief of Police, Captains of Police and organizational component commanders will review the goals for the current year and determine the status of those goals, with the following possible outcomes;
 - 1. Achieved
 - 2. On Target to achieve
 - 3. In Progress
 - 4. Cancelled
 - 5. Failed to Achieve

104.04 STRATEGIC GOALS

- A. The Chief of Police, at the direction of the City Manager, will periodically develop a five-year strategic plan for the police department.
- B. The five-year strategic plan will be submitted by the Chief of Police in memo form to the City Manager. The five-year plan will address the goals and objectives of the Department, anticipated workloads and population trends, anticipated personnel levels and capital improvement and equipment needs.
- C. The Chief of Police is responsible for the implementation and monitoring of the goals developed in the strategic plan. The procedure for setting organizational component objectives is the same as outlined in section 104.03.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 1.4

May 3, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Mutual Aid Agreements

MUTUAL AID AGREEMENTS

106.00 PURPOSE

The purpose of this General Order is to establish procedures for the development of Mutual Aid Agreements.

106.01 POLICY

It shall be the policy of the Ferguson Police Department that all mutual aid agreements are detailed, documented and supported by written agreements that delineate fully the responsibilities and expectations of all participants.

106.02 PROCEDURE

When the Ferguson Police Department enters into a Mutual Aid Agreement it is the responsibility of each organizational component to keep abreast of their responsibilities and to have each employee aware of their responsibilities and duties.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 2.2

May 3, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Contractual Services

CONTRACTUAL SERVICES

107.00 PURPOSE

The purpose of this General Order is to identify the elements to be included in every contract for the receipt or provision of law enforcement services.

107.01 POLICY

It shall be the policy of the Ferguson Police Department that all agreements between the City of Ferguson and other governmental entities for the receipt of provision of law enforcement services shall be accomplished by way of a written contract between the two (2) governmental entities.

107.02 PROCEDURES

A. Requests for Law Enforcement Services

1. On every occasion that the City of Ferguson requests to receive law enforcement services from any other governmental agency the following procedure will be followed:
 - a. The request will be reduced to writing;
 - b. The request will include an identification and assessment of the local problem, the City of Ferguson's capability to respond to the problem, and an examination of alternative methods considered before making the request;
 - c. A proposal recommending the amount and type of law enforcement services requested; and
 - d. The request will be signed by the City Manager or designee.

B. Elements of the Written Contract

2. All contracts for the receipt or provision of law enforcement services shall address, at a minimum, the following topic areas:

- a. Personnel Management: the provider agency shall retain control over its personnel for the duration of the contract. This control extends to issues of the personnel system including and not limited to hiring, promotion, discipline and termination;
- b. Provision of Services: the contract shall define the specific law enforcement services to be provided by the contract personnel. Language should describe the chain of command during the contract term, and how duties shall be assigned;
- c. Records/Reports: the contract should detail the type of records and reports to be maintained, frequency of issuance and distribution;
- d. Equipment: the contract should identify the equipment and facilities each entity will provide during the contract term, agreements for maintenance and repair of these materials, and provisions for replacement or disposals of properties;
- e. Financial Agreements: the contract should determine the costs of services, frequency of payment, method and type of payment, whether in-kind payment or in-lieu-of payment may be accepted;
- f. Legal Contingencies: the contract should address provisions for lawsuits, who will defend the contract personnel, who will pay damages awarded against either entity, and other issues dealing with civil actions; and
- g. Contract Review: the contract should include language to allow the entities to discuss the review, revision, duration, modification and termination of the contract. Specific language on the type and manner of notifications for contract negotiations should be included and will be incumbent on both entities to follow.

C. Personnel Rights

1. It is the policy of the City of Ferguson that the Ferguson Police Department sworn personnel who provide law enforcement services to other governmental entities by way of a contractual agreement as previously described shall retain all of the employment rights and privileges they had accrued before the contract service agreement was initiated. These rights include and are not limited to benefits concerning promotional opportunities, training opportunities and fringe benefits.

May 8, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Legal Services

Liability Issues

LIABILITY ISSUES AND LEGAL SERVICES**108.00 PURPOSE**

The purpose of this General Order is to define the scope and terms of insurance provided by the City of Ferguson for personnel who become the target of civil action.

108.01 POLICY

The City of Ferguson provides liability insurance or indemnification and legal assistance to personnel and assumes subsequent costs in all agency operations as needed, and represents all personnel who become the target of civil action.

108.02 ELIGIBILITY

This Department provides legal assistance to personnel, and assumes the costs of such assistance, with regard to all agency operations as needed. The agency maintains liability insurance which provides coverage for monetary judgments and indemnification for personnel acting within the scope of their employment in civil actions filed against the agency and its personnel.

108.03 PROCEDURE

When a member of this Department has been served with a lawsuit regarding their actions while acting within the scope of their employment they will immediately need to notify the Chief of Police through proper channels. When civil lawsuits are initially served there begins a deadline to respond to the petitioner's claims.

The Chief of Police will notify the City Manager who will in turn notify the City Attorney. The City Attorney shall have the power and be required to conduct and carry on all civil suits, actions and proceedings on behalf of the City.

May 8, 2011

By order of:

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 4.1

November 30, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Job Descriptions
Chief of Police
Commander of Field Operations (Captain)
Compliance Officer (Captain)
Commander of Operational Support (Lieutenant)
Commander of Administration (Lieutenant)
Patrol Commander (Lieutenant)
Patrol Supervisor (Sergeant)
Communications Supervisor (Sergeant)
Detective
Police Officer
K-9
Traffic Officer
DARE/School Resource Officer
Department Analyst
Corrections Officer
Senior Police Dispatcher
Administrative Assistant I
Police Records Clerk

PERSONNEL RESPONSIBILITIES**111.00 PURPOSE**

The purpose of this General Order is to identify responsibilities for each position in the Department as well as specific job responsibilities for each employee within the various components of the Agency.

111.01 PROCEDURE**A. Job Classification**

The Police Department shall comply with the City of Ferguson Classification of Positions Plan. These positions are based upon comprehensive studies and analysis of performance, requirements, needed qualifications, education, training and experience for each position, and the grouping of like positions into classes for assignment and compensation purposes. This permits common position description for each, avoiding separate job requirements for recruitment, examination, selection, appointment and promotion.

B. Responsibilities and Authority of a Ferguson Police Officer:

1. Full time, permanent employee of the City of Ferguson;
 2. Powers of arrest with and without warrant as defined by state law;
 3. Power to enforce federal, state and local ordinances within defined jurisdiction;
 4. Power to execute arrest and search warrants as provided by law;
 5. Power to conduct criminal investigations within the constraints provided by law and the directives of this Department;
 6. Must comply with all City of Ferguson ordinances, statutes, Personnel Rules and Regulations, Department Directives and lawful orders of ranking officers;
 7. Must perform all job requirements as defined by job description; and
 8. Must meet all certification and training requirements defined by the State of Missouri, Department of Public Safety, Peace Officer Standards and Training Commission;
- C. Written job descriptions, describing requirements and qualifications, shall be reviewed annually and distributed to all personnel.

111.02 CLASSIFICATION AND DESCRIPTION OF DUTIES AND RESPONSIBILITIES

A. **Chief of Police**

This is highly responsible professional, administrative, and management work in planning, organizing, and directing all division, programs, and activities of the Ferguson Police Department.

Work involves responsibility for the administration and coordination of all Police emergency and disaster services through the establishment and administration of policies, procedures and regulations including those pertaining to police services, training, and maintenance. Work involves responsibility for planning, organizing, and directing the efficient and effective daily operation of the Police department, assuring that laws and ordinances are enforced, that criminal offenders are identified and apprehended, and that measures are implemented to prevent crimes, protect lives and property, and add to the overall welfare of the community. Work also involves determining overall plans and policies to be followed in conducting all Police and emergency operations. Supervision is exercised directly or through subordinate supervisors over all employees of the department. Work is performed under the direction of the City Manager who reviews work for overall program effectiveness.

1. Plans, organizes, and directs the programs and activities of the Police Department; reviews complaints and reports; determines data requirements, records, and reports needed for management of the department; submits reports of operations;

2. Supervises directly and through subordinate supervisors, a staff of law enforcement and civilian employees; and establishes and enforces rules and regulations and policies and procedures; determines training requirements and implements programs; determines personnel, equipment, facility, materials, and supply needs;
3. Advises and assists subordinates in criminal or other investigations; assumes direct command of forces in emergency situations or major law enforcement operations;
4. Seeks and receives guidance from the Office of Prosecuting Attorney as it pertains to the interpretation of laws, the preparation of cases for prosecution, court testimony, and other related matters;
5. Represents the Police Department and participates in and attends meetings of regional, state, and national law enforcement associations, and numerous professional, governmental, and community groups; attends training sessions and reads professional literature to keep abreast of law enforcement trends;
6. Assesses community crime prevention and traffic safety needs; investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service; recommends new or revised programs and activities;
7. Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations; directs the investigation of and responds to citizen complaints; oversees internal investigations;
8. Prepares a variety of regular and special reports, budget projections, and strategic plans;
9. Responds to inquiries and complaints of the City Council, City Manager, other City departments and staff, and the general public;
10. Exercises purchasing and budgetary control and prepares annual operating budget; reviews and approves specifications for new equipment; determines personnel and facility requirements; oversees the care and maintenance of department property and equipment;
11. Oversees the development of programs for the training, utilization, and development of personnel; resolves disputes and grievances; counsels and disciplines personnel; recommends personnel actions including appointment and removal; evaluates command personnel;
12. Provides effective and efficient customer services and promotes and maintains responsive community relations;
13. Performs related work as assigned; and

14. Follows safe work practices.

B. Commander of Field Operations – Captain

This is highly responsible professional and administrative work in planning, organizing, and directing the activities of the Field Operations Division of the Ferguson Police Department.

Work involves determining overall plans and policies to be followed in conducting police operations. Supervision is exercised over Field Operations of the Ferguson Police Department. Work is performed with wide latitude in interpreting and applying policies, rules and regulations under the administrative direction of the Chief of Police. Work is reviewed through conferences and reports for overall program effectiveness.

1. Plans, organizes, and directs the programs and activities of Field Operations of the Police Department; reviews reports; determines data requirements, records, and reports needed for management of department; submits reports to the Chief of Police;
2. Coordinates efforts between the Field Operation Division and Support Divisions of the Police Department;
3. Supervises directly, or through subordinate supervisors, a staff of law enforcement employees; establishes and enforces rules and regulations; recommends the appointment, promotion, and dismissal of personnel; prepares performance evaluation reports; determines training requirements and implements programs; determines personnel, equipment, facility, materials, and supply needs;
4. Advises and assists subordinates in complex criminal or other investigations; assumes direct command of forces in the absence of the Chief of Police;
5. Reviews officer reports and records to identify reporting deficiencies, to keep abreast of individual performance, and to identify trends or cases requiring additional action; reviews the performance of subordinates; recommends personnel actions;
6. Responds to major crimes or incidents; assists subordinates in difficult or unusual situations;
7. Promotes and maintains responsive community relations; responds to inquiries of the Chief of Police;
8. Assists in developing specifications for property and equipment to be purchased by the Department;
9. Conducts research for the purpose of developing departmental policies and procedures that will be reviewed by the Chief of Police;

10. Responsible for direct supervision of subordinate officers, leads by example, and enforces the rules and regulations of the department;
11. Assists with the preparation of fiscal budget;
12. Takes on the responsibility of the Chief of Police in his absence; and
13. Performs other work as assigned.

C. Compliance Officer – Captain (Lieutenant or Sergeant)

This is highly responsible professional and administrative work in planning, organizing, researching and writing written policies, procedures and standards of conduct.

Work involves determining overall plans and policies to be followed in conducting police operations in all divisions. Work is performed with wide latitude and rules and regulations, policies and procedures are researched and developed with regard to the Missouri Police Chief's Charitable Foundation Standards under the administrative direction of the Chief of Police. Work is reviewed through conferences and reports for overall program effectiveness.

1. Develops, initiates, researches, maintains, and revises policies and procedures for the general operation of the Compliance Program of the Police Department and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the Program;
2. Develops and periodically reviews and updates Standards of Conduct to ensure continuing relevance in providing guidance to management and employees;
3. Identify potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future;
4. Focus on the elements of the Compliance Program, and seeks to ensure that all appropriate employees are knowledgeable of, and comply with, compliance standards;
5. Ensures proper review and reporting of General Orders regarding policies and procedures within the department;
6. Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends;
7. Institutes and maintains an effective compliance communication program for the Police Department, including promoting (a) heightened awareness of Standards of Conduct, (b) understanding of new and existing compliance issues and related policies and procedures and (c) open lines of communication;

8. Provides reports on a regular basis, and as directed or requested, keeps the Chief of Police informed of the operation of progress of compliance efforts;

9. Monitors the performance of the Compliance Program and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness to include maintaining a complete file on the program.

D. Patrol Commander – Lieutenant

This is highly responsible supervisory and administrative law enforcement work planning, organizing and directing assigned activities of the Police Department.

Work involves responsibility for directing, coordinating, and supervising an assigned division of the Police Department. Work in this class requires the application of advanced knowledge and abilities in the planning and execution of assignments. Work is performed with considerable independence within the framework of established policies, governing laws, and departmental rules and regulations. Work is performed under the general direction of the Commander of Field Operations (Captain), who reviews work through conferences and reports for results obtained.

1. Directs, supervises, and coordinates Patrol Division activities; plans, assigns, and reviews the work of subordinate supervisors; ensures adherence to rules, regulations, policies, and procedures; monitors demands for service; adjusts personnel deployment accordingly;
2. Responds to major crimes or incidents; assists subordinates in difficult or unusual situations;
3. Receives and investigates citizen complaints; maintains contact with other police, criminal justice, and governmental agencies; assists in preparing the police budget;
4. Reviews officer reports and records to identify reporting deficiencies, to keep abreast of individual performance, and to identify trends or cases requiring additional action; reviews the performance of subordinates; recommends personnel actions;
5. Confers with subordinates for the purpose of resolving operational problems, interpreting new or revised rules and regulations, or explaining new methods and procedures;
6. Assigns and reviews cases; approves reports; counsels and trains subordinates on investigative procedures; conducts investigations as required; evaluates subordinates; maintains criminal intelligence files; maintains evidence equipment;
7. Patrols residential and commercial property to observe, prevent, or terminate unlawful acts; assist officers on calls; responds to traffic accidents;

8. Provides effective and efficient customer services and promotes and maintains responsive community relations;
9. Follows safe work procedures; and
10. Performs other work as assigned.

E. Bureau of Support Services – Captain or Lieutenant

This is highly responsible supervisory and administrative law enforcement work planning, organizing and directing assigned activities of the Police Department.

Work involves responsibility for directing, coordinating, and supervising assigned divisions of the Police Department. Work in this class requires the application of advanced knowledge and abilities in the planning and execution of assignments. Work is performed with considerable independence within the framework of established policies, governing laws, and departmental rules and regulations. Work is performed under the general direction of the Chief of Police, who reviews work through conferences and reports for results obtained.

1. Directs, supervises, and coordinates the activities of the detective bureau and corrections division; plans, assigns, and reviews the work of subordinates; ensures adherence to rules, regulations, policies, and procedures; monitors demands for service; adjusts personnel deployment accordingly;
2. Responds to major crimes or incidents; assists subordinates in difficult or unusual situations;
3. Receives and investigates citizen complaints; maintains contact with other police, criminal justice, and governmental agencies; assists in preparing the police budget;
4. Reviews officer reports and records to identify deficiencies, to keep abreast of individual performance, and to identify trends or cases requiring additional action; reviews the performance of subordinates; recommends personnel actions;
5. Confers with subordinates for the purpose of resolving operational problems, interpreting new or revised rules and regulations, or explaining new methods and procedures;
6. Assigns and reviews cases; approves reports; counsels and trains subordinates on investigative procedures; conducts investigations as required; evaluates subordinates; maintains criminal intelligence files; maintains evidence equipment;
7. Serves as the liaison to several law enforcement and community agencies including the St. Louis Major Case Squad, Missouri Racial Profiling, and Task Force for Auto Thefts and the Drug Task Force; and

8. Performs other work as assigned.

F. Patrol Supervisor – Sergeant

This is responsible supervisory municipal law enforcement work in the protection of life and property.

Work involves responsibility for supervising the performance of officers assigned to a patrol shift (or serving as the supervisor of the Communications Division). Work requires the use of seasoned judgment in the command of subordinates or development of programs to ensure provision of effective police services. Work also involves the assignment of a variety of administrative tasks. Work is performed with considerable independence and in accordance with applicable laws, ordinances, and regulations, under the general supervision of a Police Lieutenant. Work is reviewed through observation, discussions, and reports for results obtained.

1. Serves as a commanding officer overseeing all operations and staff during a shift, including Dispatchers and Corrections Officers;
2. Prepares for and conducts briefings on a group or individual basis at the beginning of a shift; inspects the appearance of subordinate officers; assigns officers to patrol districts; explains special orders and information; conducts roll call training;
3. Assesses shift manpower and staffing patterns; approves requests for leave; coordinates activities of assigned officers;
4. Checks officer performance and gives advice to subordinates when necessary; counsels and evaluates performance and recommends personnel actions; checks officer reports;
5. Patrols the City and provides backup to officers as necessary; assists in the apprehension and arrest of law violators;
6. Reviews reports of subordinates and prepares reports for higher ranking officers; responds to and takes command of major incidents or emergencies until relieved by a superior officer;
7. Coordinates efforts of patrol and support personnel; provides advice and assistance relative to the conduct of investigations and preparation of cases for prosecution;
8. Reviews and assists in developing police department policy and procedures; interprets and enforces adherence to policy; investigates citizen complaints, and recommends discipline;

November 30, 2011

9. Assists detectives on all major investigations and conducts internal investigation; responds to inquiries from the press and citizens;
10. Provides effective and efficient customer services and promotes and maintains responsive community relations;
11. Follows safe work practices;
12. May be assigned as supervisor for the Communications Division; and
12. Performs related work duties as assigned.

G. Addendum for Communications Sergeant (Supervisor)

In addition to duties outlined in the Sergeant job description; the Sergeant assigned as the Communication Supervisor will be expected to:

1. Supervise, train and evaluate all dispatchers;
2. Conduct all programming of in-house computer systems, Computer Aided Dispatch (C.A.D.), mobile laptops, and desktop PC's, as well as troubleshooting all networking problems; on call 24 hours;
3. Keep C.A.D. system functioning properly;
4. Interview and recommend hiring of communications employees;
5. Review and recommend upgrades in the computer system;
6. Assist, as directed, in criminal investigations and internal affairs investigations and other supervisory functions;

H. Police Officer – Bureau of Field Operations

This is responsible law enforcement work in the protection of life and property through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances. An employee of this class may be assigned to uniformed patrol, crime prevention, canine duty, traffic accident investigation, or other specialized departmental activity. Work involves an element of personnel danger in the pursuit of duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and act without direct supervision. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Assignments and instructions are received in general terms from a

superior officer who reviews and evaluates work methods and results through reports, observations, and discussions.

1. Patrols residential and commercial property to observe, prevent, or terminate unlawful acts; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls or initiates actions; backs up other units as required;
2. Responds to calls involving traffic accidents and other serious accidents; secures scene to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses; collects other related information and completes reports;
3. Facilitates the movement of people and vehicles, including enforcement of all traffic regulations; controls and redirects traffic in congested areas and scenes of emergency or danger; promotes traffic safety; assists stranded motorists; enforces parking restrictions; controls crowds; prevents the blockage of sidewalks, streets, and other public accesses;
4. Operates a radar unit in monitoring speed of traffic; stops violators and issues warnings or citations; conducts appropriate tests for determination of intoxication, when appropriate;
5. Responds to a wide range of citizen needs and requests, at times under emergency conditions; e.g., accidents, rescue efforts, searches for missing person(s), alarms, and in-progress felonies;
6. Responds to reports of criminal activity; searches building; residences, and surrounding areas for criminal subjects; secures scene to restore peace and protect evidence; calls for assistance as needed; provides backup to other officers engaged in confrontation or arrest activities;
7. Interviews complainants and witnesses; analyzes probable sequences of events; seeks additional data through research, telephone calls, interviews and other methods; identifies, arrest, fingerprints, and takes offender(s) into custody for probable cause; advises such persons of their constitutional rights; searches for weapons or contraband; interrogates suspects regarding act(s) committed; transports for incarceration; testifies in court proceedings to provide known facts and evidence;
8. Serves as a field-training officer, on an assigned basis; patrols with recruits and instructs officers on police procedures; evaluates officers during probationary period;
9. Practices the use of a variety of firearms on a periodic basis; attends continuing education seminars and lectures on various law enforcement practices and techniques;
10. Provides effective and efficient customer services and promotes and maintains responsive community relations;

11. Follows safe work practices; and
12. Performs related work duties as assigned.

I. Addendum for Detective (Police Officer)

In addition to patrol duties outlined in the Police Officer job description, the officers assigned as detectives will be expected to investigate all crimes committed in the City of Ferguson, Duties include:

1. Interview suspect, witnesses and victims involved in a crime;
2. Process crime scenes; collect evidence and photograph scenes; write reports and present in courts;
3. Provide surveillance and apprehension of suspects;
4. Attend child advocacy center interviews;
5. Maintain confidential informants;
6. Complete background investigations for new hires; and
7. Assist, as directed, in any function of a Police Officer.

J. Addendum for K-9 Officer (Police Officer)

In addition to patrol duties outlined in the Patrol Officer job description, those officers assigned as a K-9 Handler will be expected to:

1. Respond to any calls requiring the use of the canine. Assignments requiring the use of a canine, include but are not limited to, the following;
 - a. Detection of narcotics;
 - b. Building searches for suspects or narcotics;
 - c. Article searches for narcotics;
 - d. Tracking suspects of a crime;
 - e. Provide K-9 demonstrations to school children and community groups;
 - f. Assist, as directed, in any function of a Police Officer.

K. Commander Neighborhood Enforcement Team (N.E.T.) (Lieutenant)

In addition to overseeing the Records Division, the Communications Division, Emergency Management Liaison and the Evidence Lockers, this **Administrative Command** position is also responsible for Computer Technology support.

As the Commander of the Neighborhood Enforcement Team (N.E.T.) the following responsibilities are listed:

1. Supervise the Neighborhood Enforcement Team, School Resource Officers, Traffic Officer, and Ferguson Municipal Court security;
2. Attend neighborhood meetings to identify public safety and crime concerns and needs;
3. Develop and implement policing strategies to address and identify public safety issues and crime concerns;
4. Prepare monthly reports detailing neighborhood concerns and police activity for the City Manager/City Council;
5. Emergency Management Liaison; and
6. Perform related work duties as assigned.

L. Addendum for Neighborhood Enforcement Team (Police Officer)

1. Patrol residential and commercial property;
2. Attend neighborhood meetings;
3. Target problem neighborhoods to resolve resident issues and concerns;
4. Respond to reports of criminal activity, search buildings, residences, and surrounding areas for criminal suspects;
5. Practice the use of a variety of firearms on a periodic basis;
6. Conduct traffic enforcement activities;
7. Follow safe work practices;
8. Provide effective and efficient policing services and maintain responsive community relations;
9. Supplement uniform patrol manpower;
10. Provide municipal court security; and
11. Perform related work duties as assigned.

M. Addendum for Traffic Officer (Police Officer)

In addition to patrol duties outlined in the Police Officer job description, the officer assigned as a traffic officer will be expected to:

1. Investigate all motor vehicle accidents involving injury or death;
2. Educate the public in safe motoring habits;
3. Review and maintain various department traffic records and reports;
4. Compile and maintain statistical records relating to accident locations, time, frequency and other circumstances;
5. Department representative to the Ferguson Traffic commission;
6. Maintain Department radar equipment;
7. Plan and prepare Department for significant funeral processions;
8. Assist with applications for highway grants; and
9. Assist, as directed, in any function of a Police Officer;

N. Addendum for DARE/School Resource Officer (Police Officer)

In addition to patrol duties outlined in the Police Officer job description, those officers assigned as a DARE/School Resource Officer will be expected to:

Act as a liaison officer for the Police Department, working with school principals and staff of the local elementary schools, teaching law related and safety classes to students. Duties include:

1. Providing drug abuse resistance education classes;
2. Attending meetings at school with faculty;
3. Writing lesson plans for classes and preparing presentations;
4. Acting as a truancy court mentor to students;
5. Meeting with supervisors regarding school activities;
6. Maintaining a safe school environment;
7. Responding to calls at any school within the jurisdiction; and

8. Assisting, as directed, in any function of a Police Officer.

O. Department Analyst (Police Officer)

In addition to patrol duties outlined in the Police Officer job description, the officer assigned as a Department analyst (Evidence Property Manager) will be expected to:

1. Receive, record and keep safe all evidence; write and review policies and procedures on evidence storage;
2. Administer grants received from the state and federal government;
3. Supervise and maintain the breath alcohol datamaster; train employees on its use;
4. Coordinate departmental training activities; record and ensure officers are up to date;
5. Process criminal history dispositions for court; and
6. Assist, as directed, in criminal investigations and other functions of a Police Officer.

P. Corrections Officer (Civilian)

This is responsible law enforcement work in the protection of life and property by keeping prisoners safe and in a secured area while serving a sentence or being held for bonding.

Work involves the protection of the public from accused suspects and sentenced criminals housed in the City of Ferguson jail. Work involves some element of danger. Officers must exercise judgment. Assignments and supervision are received from a superior officer who reviews and evaluates work methods through reports, observations and discussions.

1. Processes prisoners including searching of persons, inventorying of property, fingerprinting and photographing of subject;
2. Enters information into computer terminal for the Regional Law Enforcement Justice Information System (REGIS); enters information into the department's computer system; confirms warrants from other jurisdictions;
3. Supervises and cares for prisoners; monitors jail cells continuously, microwaves meals and delivers to prisoners; supervises showers and administers necessary medications, and seeks medical assistance, if necessary;
4. Supervises the cleaning of the jail cells and laundry operation;

5. Administers blood alcohol tests;
6. Maintains a variety of logs, records and files;
7. Processes release of prisoners; collects bond money and records it; completes records and reports for court;
8. Provides effective and efficient customer services and promotes and maintains responsive community relations;
9. Follows safe work practices; and
10. Performs related work as assigned.

Q. Senior Police Dispatcher (Civilian)

This is responsible work dispatching police and other personnel and equipment on emergency and service-related calls. In addition to serving the City of Ferguson, the dispatchers provide police dispatch services to four neighboring communities.

Work involves responsibility for the receipt and transmission of radio and telephone messages and the dispatching of emergency personnel in accordance with standardized procedures and regulations. Responsibilities include the operation of communications equipment to provide prompt and effective responses to calls for service in both routine and emergency situations. Employees are expected to exercise judgment in coordinating and following through on responses to situations, which may affect the lives and safety of the public, public safety personnel, and others responsible for public protection and safety. Assists supervisor in the training of dispatchers. Work is performed under the supervision of the Sergeant assigned to Communications.

1. Monitors and receives calls, and broadcasts requests for police services; receives requests for medical assistance, fire, and other emergency services by telephone; dispatches personnel by radio or transfers nonpublic safety calls to appropriate agencies; monitors multiple radio frequencies and alarms;
2. Trains new employees, directs fellow dispatchers and has input into performance evaluations;
3. Remains cognizant of complaints, designated priorities, and availability of units capable of responding to reported incidents;
4. Determines nature of required assistance, location, and other pertinent information; differentiates between routine, priority, and emergency requirements; deploys nearest appropriate units to scene of event; transmits pertinent information regarding service requirements; assigns backup assistance as required;

November 30, 2011

5. Monitors jail cells, interior and exterior stations and parking lot through television cameras and notifies shift commander of any behavior or events that require further in-person investigation or attention; monitors in-house alarm system;
6. Maintains a variety of logs, records, and files;
7. Initiates searches for four police agencies of local, state and nationwide criminal justice data banks to obtain information on warrants, driver history, missing persons, vehicles, firearms, and miscellaneous property; assesses the response for compatibility with the requests and relays it to the field unit;
8. Uses computer terminal to enter information into the National Crime Information Center (NCIC) on vehicles, persons, and property and criminal history;
9. Operates three computer systems including; Computer Aided Dispatch (C.A.D.), Missouri Uniform Law Enforcement System (MULES) and the Regional Law Enforcement Justice Information System (REJIS);
10. Disseminates information to the public regarding City and departmental operations; assists residents who telephone or walk in with complaints and questions; responds to requests for reports;
11. Acts as department coordinator for the Regional Law Enforcement Justice Information System (REJIS); attends bi-monthly meetings;
12. Attends and speaks at school functions and Neighborhood Watch meetings, on occasion;
13. Provides effective and efficient customer services and promotes and maintains responsive community relations;
14. Follows safe work practices; and
15. Performs related duties as assigned.

R. Administrative Assistant I (Civilian)

This is responsible secretarial and clerical work serving as secretary for a Department Director.

Work involves providing support to a superior by performing varied secretarial and clerical duties, which require knowledge of office routines and understanding of the organization, programs, and procedures. Work is characterized by a close and highly responsive relationship to the day-to day activities of the Department and involves the assignment of non-routine administrative details requiring the exercise of independent judgment and initiative. Work may include the provision of secretarial services to immediate staff, boards

and commissions. Positions in this class may be required to take and transcribe oral dictation or to transcribe recorded dictation. Work is performed with considerable independence. This position receives supervision from a Department Director. This position may also receive direction from other personnel within the Department for the performance of various clerical duties.

1. Types a variety of correspondence and reports from draft often involving sensitive or confidential information; composes routine correspondence; proofreads and sends out correspondence; copies information;
2. Assists with administrative and fiscal reports, questionnaires, and budgets; prepares work sheets and tables and other materials;
3. Maintains administrative, personnel and other records and establishes and maintains specialized filing systems;
4. Answers the Department telephone and greets and assists visitors; answers questions and requests from the public and assists with problem solving as needed and appropriate; opens and distributes mail; prepares and sends out departmental mailings and faxes; responds to Department emails and makes changes to City's Website if applicable;
5. May serve as a recording secretary for a City Board or Commission; responsible for taking minutes and transcribing for presentation and approval;
6. Assists Department Director with the day-to-day administrative responsibilities such as scheduling, coordinating meetings and other miscellaneous functions;
7. Assists the Department Director with personnel and administrative functions such as employee time keeping and preparing paperwork for new employees; prepares vouchers and purchase orders;
8. Maintains permanent records, related databases and files and appropriate correspondence files; indexes records, documents, and related material; searches databases for information or verification;
9. Maintains logs and compiles data for department reports; prepares reports; maintains and orders department supplies;
10. Provides effective and efficient customer services and promotes and maintains responsive community relations;
11. Processes detective supplements; prints digital crime scene and derelict vehicle photographs; monitors monthly reports prepared by record clerks; and
12. Follows safe work practices; and

13. Performs related duties as assigned.

S. Police Records Clerk (Civilian)

This is responsible clerical work of some complexity and variety in the Police Department.

Work involves responsibility for police records and clerical office functions requiring knowledge of departmental procedures. Work involves responsibility for the maintenance of records and files; entering computer data and completion of related reports; and provision of general clerical support. Work is performed under general supervision within the framework of established procedures, policies, rules, and regulations. Work is reviewed and evaluated through observation, conferences, and discussions. Work is performed under the supervision of the Officer assigned to the task.

1. Enters and updates arrest records, incidents, accidents reports, warrants, traffic tickets, parking tickets, compliance tickets, and other information using a computer terminal; verifies and cross checks information before entering records; locates missing data for inclusion and ensures accuracy and completeness of information prior to entering into appropriate records and files;
2. Assists the public and other agencies by searching files, reports, and other records, providing information in accordance with departmental policies and procedures; prepares records for transmittal to court;
3. Maintains permanent records and files and appropriate correspondence files; files records, documents, and related materials; searches databases for information requested;
4. Responds to inquires in person or by telephone; answers questions, supplies copies for reports, or directs public to proper department or agency; contacts other agencies for information;
5. Performs administrative support tasks associated with the alarm board, bike registration, auto towing releases; performs a variety of other clerical support functions;
6. Provides effective and efficient customer service and promotes and maintains responsive community relations, including assisting the court clerks on days when court is in session;
7. Maintains department office equipment and supplies;
8. Distributes incoming department mail to appropriate recipient; oversees and processes outgoing mail and packages;

November 30, 2011

9. Generates the monthly crime statistics report;
10. Provides effective and efficient customer services and promotes and maintains responsive community relations;
11. Follows safe work practices; and
12. Performs related duties as assigned.

By order of:

A handwritten signature in black ink, reading "Colonel Thomas Jackson". The signature is written in a cursive style with a large, stylized "C" at the beginning.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 5.3, 14.1

0. Check for any other information that may be relevant.

1. The following information was obtained from the records of the

Department of the Interior:

2. The following information was obtained from the records of the

Department of the Interior:

May 13, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Military Courtesy and Protocol

Protocol for Command

COMMAND PROTOCOL

112.00 POLICY

It is the policy of the Ferguson Police Department to provide uniform direction to all Police Department employees through an established Chain of Command in order to promote consistency, reduce confusion and enhance public safety.

112.01 PROCEDURE

- A. In normal day-to-day operations, the following command structure is in place.
1. The Chief of Police represents the highest ranking authority within the Police Department;
 2. The Captain represents the second highest ranking authority within the Police Department, and also sometimes referred to as Commanders;
 3. The Lieutenants are the third highest ranking officers within the Police Department, and also sometimes referred to as Commanders; and
 4. Sergeants are the fourth highest ranking officers within the Police Department, and also are sometimes referred to as supervisors. Shift Commanders and supervisors serve as the "Chief's Representative" and have overall command authority of the Police Department operations both at headquarters and in the field after hours (1700 to 0900) and on weekends.
- B. The protocol for command succession will be as follows:
1. For Chief of Police to the Designated Acting Chief of Police, the Captain of Police, the most senior Captain;
 2. For Lieutenant of a squad to the designated Acting Lieutenant, the most senior Sergeant; and
 3. For Sergeant (Supervisor) to the designated Acting Sergeant.

Form No. 1
Adopted by Ordinance No. 12345

Document No. 12345

Page 1 of 1



May 16, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Accountability of Authority

Designated Authority

ACCOUNTABILITY OF AUTHORITY

113.00 PURPOSE

The purpose of this General Order is to establish a procedure to identify the individual that has the authority to direct the actions of members of this Department.

113.01 PROCEDURE

- A. Any written directive of the Ferguson Police Department that assigns authority to a specific position (i.e. Chief of Police, Commander of Field Operations, Bureau of Operational Support, etc.) shall mean that position or his/her designee shall be delegated the authority to make decisions necessary to effectively execute their responsibilities.
- B. All employees are given the authority to make decisions which are necessary for the effective execution of their responsibilities. Employees shall be held accountable for the use of their delegated authority and for failure to use it.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 5.5

May 16, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Command Authority

COMMAND AUTHORITY

115.00 PURPOSE

The purpose of this General Order is to establish the order of command authority in the absence of the Chief of Police of the Ferguson Police Department.

115.01 PROCEDURE

The Chief of Police shall have general supervision and control of the police department, however when he is in-capacitated, off duty, away, or otherwise unable to act, the system of succession will be as follows:

- A. Captain of Police (Most-in-Grade)
- B. Captain of Police
- C. Lieutenant of Police (Most-in-Grade)
- D. Lieutenant of Police

For additional information on **COMMAND AUTHORITY** see *G.O. 110.00 Organizational Principles and Responsibilities*.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 6.2

GENERAL ORDER 115.00

May 16, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Line Inspections

Reports, Line Inspections

Supervisor Responsibility, Inspections

LINE INSPECTIONS

118.00 PURPOSE

The purpose of this General Order is to establish the Line Inspections system. The inspection process is a mechanism for evaluating the quality of the police operation, ensuring that property, personnel and activities are in compliance with standards and operating with professionalism.

118.01 POLICY

It is the policy of the Ferguson Police Department to utilize line inspections as a means of ensuring compliance with its policies, standards, and regulations.

118.02 LINE INSPECTIONS

- A. Line inspections are conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and is conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.
- B. Scope: All organizational components, functions, facilities, equipment, property, activities and personnel are subject to line inspections.
 - 1. Personnel: All personnel are subject to visual inspection to ensure that their physical appearance complies with uniform and grooming standards.
 - 2. Property: Buildings, facilities, equipment, vehicles, supplies, lockers, desks, etc. will be examined to ensure that they are in good condition and adequately maintained.
 - 3. Activities: Direct and indirect observation of employee activity will be utilized to ensure compliance with department standards.
- C. Supervisory Responsibility:

May 20, 2011

1. All supervisors are responsible for conducting inspections of personnel, equipment, property and activity that falls within the scope of their immediate command or control.
2. When conducting line inspections, supervisors who discover an infraction will initiate immediate corrective or disciplinary action. Serious infractions will be documented in accordance with department procedure and forwarded via the chain of command. Included in this correspondence will be the date, a description of the infraction and a statement of the corrective action to be taken or needed.
3. Supervisors who take or recommend corrective measures will be responsible for making follow-up checks to ensure that the infraction has been resolved satisfactorily and in a timely manner.

D. Uniform Inspections:

1. Shift Supervisors have, as one of their responsibilities, the duty to ensure that their personnel are wearing proper uniforms and are properly groomed at Roll Call and at all times while on duty. This is a daily responsibility and will continue in addition to the following policy.
2. Once every 28 days, all unit commanders/supervisors will have in-ranks inspection of their personnel to ensure that the grooming and uniforms of those personnel meet the standards of the department. The supervisor will also inspect each officer's firearm and other equipment to ensure that it is serviceable and clean and that the officer is carrying only authorized ammunition. This inspection will be conducted as outlined in 118.02 Section E of this order. Personnel assigned to specialized sections (SRO, DARE, Traffic, etc.) will be inspected at least once per month at a time convenient to the supervisor and the affected personnel. The inspection of civilian or plain-clothes employees may deviate from this order.
3. The supervisor will maintain an inspection file for his shift / squad / section. This file will contain inspection sheets for the current month as well as from the two previous months.

E. Inspection Procedures - Uniformed Personnel:

1. All personnel are to fall into formation at attention in a straight line allowing approximately twelve (12) inches apart shoulder to shoulder in the Roll Call Room or other designated area.

May 20, 2011

2. The Commander/Supervisor will then review each officer individually, checking for proper appearance and compliance with general orders. The supervisor will inspect the entire uniform and equipment of each officer.
 3. After the Commander/supervisor completes the officer's inspection, all officers will be instructed to report to the firing range to inspect their weapons. (The firearm's inspection may be completed on a subsequent Roll Call depending on time constraints.) Officers will fall into formation facing down range at the direction of their Commander/Supervisor. Semi-automatic weapons will have the magazine removed, no round in the chamber and the slide locked to the rear in the open position. After the ammunition and magazine are unloaded from the weapon, the weapon will be held in the officer's off hand.
- F. Vehicle Inspections: Each day the supervisor will observe each officer within his section complete the inspection of their police vehicle using the procedure outlined in General Order 451.
- G. Bulletin Boards: On a daily basis, each Watch Commander will check the bulletin boards for materials not suited for posting or any memos that have exceeded their useful amount of time.
- H. Frequency of Inspections: Line inspection of personnel, equipment and activities is a basic supervisory responsibility which will be conducted on a continuous basis.

By order of:

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

MPCCF Reference 7.2

The following information is for your information only. It is not intended to be used as a basis for any decision. The information is for your information only. It is not intended to be used as a basis for any decision.

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Accounting System
Authorized Personnel
Budget Preparation
Cash
Emergency Purchases
Fiscal Responsibility
Grant Management
Inventory Control
Purchasing

FISCAL MANAGEMENT

119.00 PURPOSE

The purpose of this General Order is to establish policy and procedure for the fiscal management of the Ferguson Police Department.

119.01 POLICY

It is the policy of the Ferguson Police Department to follow established Department and City procedures, as well as applicable modern accounting principles, for fiscal management, budgeting, purchasing, accounting, inventory control and the maintenance of Department property.

119.02 AUTHORIZED PERSONNEL

The Chief of Police has authority and responsibility for the fiscal management of the department as authorized in Ferguson Municipal Code Section 6.2, 33-18. Although fiscal management functions may be delegated to designated units, the Chief of Police has ultimate authority and accountability over all fiscal matters of the department. Commanding officers are held accountable for those portions of the department's budget that relate to their unit functions.

119.03 BUDGET PREPARATION

The Police Department budget process is part of the City budget process established by Ferguson City Ordinance Section 4.4 and is administered by the Office of the City Manager.

- A. The City Manager is responsible for the preparation and presentation of the overall City budget to the Mayor and City Council.
- B. The Chief of Police, as the chief executive of the Department, is responsible for submitting an annual budget proposal for the Department to the City Manager.
- C. The fiscal year for the City of Ferguson begins on July 1 and ends on June 30.
- D. In preparation of submitting a proposed budget to the City Manager, the Chief of Police issues a memorandum to all personnel requesting that they submit, in writing, any budget needs recommendations, etc. to their supervisors. Any items submitted for consideration must include detailed supporting documentation such as justification, cost estimates, etc. The commanders of the organizational components of the Department will then prepare their written recommendations for the proposed budget based on operational/activity analysis and needs and present them to the Chief.
- E. After receiving the aforementioned input, the Chief submits the proposed Department budget to the City Manager and Finance Director for review. The Chief, City Manager, and Director of Finance meet to go over the budget and make any revisions as may be appropriate.
- F. Upon receiving the proposed budgets for each respective City department, the City Manager prepares a draft budget for the Mayor and City Council. The City Manager and the department heads will then meet in work sessions with the Mayor and City Council to discuss the proposed budget. Once all revisions are completed, the Mayor and City Council vote to approve the overall budget.
- G. All expenditures throughout the year must be in accordance with the budget as approved by the Mayor and City Council. The Chief of Police will maintain individual account expenditures by year. The Finance Department will provide monthly financial information regarding account expenditures.
- H. Supplemental or emergency expenditures not included in the original budget must be authorized by the City Manager or City Council, if required. (8.2)

119.04 ACCOUNTING SYSTEM

- A. The Chief of Police authorizes all accounts and funds within the department. The accounting system is part of the central City accounting system. This system ensures an orderly, accurate, and complete documentation of the flow of funds. Each appropriation and expenditure is classified according to function, organizational component, activity, object, and program. The city data-processing system facilitates rapid retrieval of information on the status

January 12, 2012

of appropriations and expenditures any time the information is required. Uniform guidelines for management and oversight of each fund are detailed in the City Purchasing Manual.

B. The Department accounting system includes approval of each account and provisions for monthly status reports showing:

1. initial appropriations for each account (or program);
2. balances at the commencement of the monthly period;
3. expenditures and encumbrances made during the period; and
4. unencumbered balance. (8.3)

119.05 FISCAL RESPONSIBILITY

As a basis for determining the financial integrity of the agency's fiscal control procedures, an independent audit will be conducted annually as soon as practical after the close of each fiscal year and no later than six (6) months thereafter.

These procedures are inclusive of petty cash funds, cash received in records, investigative funds, and all other instances where fiscal funds are maintained or cash is received or disbursed.

119.06 CASH

A. **Financial Transaction Record Section**

The record room section is responsible to receive and maintain cash. They will take in monies for copies of police reports, tow reports and traffic accident reports. Record Room personnel, who are authorized to accept and disburse cash funds, shall be designated, in writing, by the Chief of Police.

1. The transactions are recorded on a duplicate receipt. The original (white) to purchaser and the (gold) is maintained by the record section for 13 months. The receipt will have the date, name of purchaser, what receipt is for, the fee of purchase and signed by the record clerk and DSN.
2. Monies will be put in the secured drawer.
3. At the end of the month, all monies are tallied by cash, check and money order and compared to the receipt book.
4. The deposit and register receipt is transferred to the City Finance Department where the numbers are reviewed and the monies will be deposited.

January 12, 2012

5. The Commander of Administration will prepare a quarterly accounting of the department record room cash activities and forward a report to the Chief of Police.

B. Administrative Assistant Petty Cash Funds

The Administrative Assistant shall maintain a petty cash fund not to exceed \$250.00. Police Department employees requesting petty cash shall prepare a department memo stating the purpose and amount of the cash request. This memo will be submitted to the Administrative Assistant for approval. The employee will present the approved memo for distribution of petty cash funds to the Administrative Assistant for disbursement of funds.

Subsequently, Department employees who are in a position to make an emergency purchase that may be reimburse from Petty cash, may submit the original receipt as explanation for the purchase in lieu of a memo.

1. All cash receipts will have an account number and withdrawal cannot exceed \$50.00 without approval of the Chief of Police.
2. Petty cash receipts have an original and a carbon copy that denote the following information:
 - a. Receipt Number
 - b. Date
 - c. Reason for monies.
 - d. Amount of cash requested.
 - e. Received by (Name) signed by employee.
 - f. Approval (Name) signed by Administrative Assistant.
3. Computer Journal entry made by Administrative Assistant, which contains the following data:
 - a. Date of transaction
 - b. Name of person receiving monies.
 - c. Reason for monies.
4. Employees, after completing their cash transaction, shall return to the Administrative Assistant with the receipt, which will be attached to the original cash receipt.
5. When the Petty Cash Fund approaches a balance of \$50.00; the Commander of Administration will audit the ledger, cash receipts and remaining monies for completeness and accuracy. After determining that accounts are in order, a requisition will be completed and forwarded to the Chief of Police for his review and approval. After obtaining approval, the requisition, original petty

cash receipts and purchase receipts are hand carried to the Finance department for purposes of replenishing the fund.

6. The carbon copy of the cash receipt and ledger book is retained by the Administrative Assistant.
7. The Commander of Administration will prepare a quarterly accounting of the department Petty Cash activities and submit a report to the Chief of Police.

C. Bureau of Investigation - Confidential Source Funds

The Bureau of Support Services Commander will be responsible for:

1. The maintenance of all confidential source cash funds and will be responsible for receiving, maintaining and disbursing cash for payment to confidential informants. Money from this fund may be utilized for undercover criminal investigations (narcotics, prostitution, liquor & tobacco stings, etc.) at the discretion of the Bureau of Support Services Commander.
2. Maintaining a ledger that identifies the initial balance, credits (cash received), debits (cash disbursed), and the balance on hand.
3. Maintaining receipts or documentation for cash received.
4. Authorization for cash disbursement up to \$200.00. Funds in excess of this amount must have approval of the Chief of Police.
5. Maintaining records, documentation, or invoice requirements for confidential cash fund expenditures.
6. The Administrative Assistant will prepare an annual accounting of the cash fund activities of petty cash and submitted it to the Chief of Police.

119.07 INVENTORY CONTROL

ALL stored items of the department's equipment--such as radios, handcuffs, batons, and items of special equipment, such as radar, cameras, and closed-circuit TV surveillance devices are maintained in a state of operational readiness. The term "operational readiness" includes care and cleaning, preventive maintenance, repair, workability, and responsiveness.

A. Inventory responsibilities:

1. Commander of Administration - Traffic Safety, Radar Equipment
2. Division of Field Operations Commander - Safety Equipment

3. Communications Supervisor - Communications and Radio Equipment
 4. Support Services Commander - Investigations and Crime Scene Equipment
 5. Department Armor - Weapons and related equipment
- B. The person or unit to whom the property is assigned will maintain all department property and equipment in a state of operational readiness, and will submit an updated inventory list to the Administrative Assistant in January of every year.
- C. The Administrative Assistant will maintain an inventory of all department property.
- D. The operational readiness of equipment will be inspected at regular intervals and an audit will be completed annually.
- E. General Order 214 establishes procedures for issuing/re-issuing agency-owned property to authorized users.

119.08 PURCHASING

The Chief of Police is responsible for the procurement of goods and services necessary for the operations of his department, subject to approval by the City Manager or the Director of Finance.

It is the responsibility of the Director of Finance to ensure that all purchases are made in the most cost effective manner possible, and that no funds are expended above appropriated amounts.

The City of Ferguson Police Department follows the procedures for requisitions and purchases of agency equipment and supplies as directed in the "Purchasing Manual". All areas are adhered to, to include"

1. Specifications for items requiring standardized purchases;
2. Bidding procedures ;
3. Criteria for selection of vendors and bidders.

119.09 EMERGENCY PURCHASES

- A. Section 3.9 of the City of Ferguson "Purchasing Manual" states that "Bidding requirements may be waived for emergency purchases with approval of the City Manager. Emergency purchases are limited to conditions resulting from an unexpected or unforeseen occurrence or condition wherein the public health or safety is endangered or the operations of the City are jeopardized".

- B. The procedure for requesting emergency appropriations as stated in the Purchasing Manual, the Department Head should detail in writing the conditions constituting an emergency. Written approval of the City Manager must be obtained, a copy of which should be attached to the purchase order or voucher.
- C. Fund Transfers – Before initiating any purchase, the Department Head should ascertain that funds are available in the appropriate account. If the account balance is insufficient to cover the purchase, a request for transfer of funds (from one account to another) should accompany the purchase order.

119.10 GRANT MANAGEMENT

This section provides direction to this Department for effective grant management.

A. Preliminary internal review.

1. Application for a new grant includes a preliminary review by the Commander of Administration (Grant Coordinator) for approval;

2. Application process.

The Grant Coordinator will submit all grant related information to the Chief of Police specifying the following:

- a. The granting agency;
- b. The amount and purpose of the grant;
- c. The approximate amount of City match required, including any related City expenses which would not be covered by the grant;
- d. The fiscal year in which the grant is anticipated to be received;
- e. Any incidental risks or requirements to be considered;
- f. An estimate of the total program/project cost, including any ongoing impact on operations; and
- g. Any other government agencies involved in the grant.

The information will be reviewed and concerns or questions will be communicated to the Grant Coordinator. If the decision is favorable, the Grant Coordinator may proceed with the grant application.

B. Acceptance process.

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1. Upon notice of the grant award, the Chief of Police will notify the City Manager of the award and the financial responsibilities to be budgeted by the City;

2. The Grant Coordinator will forward copies of all processed grants to the Finance Department for processing.

C. Budget process.

1. Upon written notification of the grant award, it is necessary to budget the revenues and expenditures for the activity;

2. The Grant Coordinator and the Finance Department will track grant revenues and expenditures.

D. Records management process.

A complete set of records will be maintained in accordance with the Records Retention Policy of this Department and all applicable State and Federal laws.

E. Purchasing process.

Within this Department, the Chief of Police has been given authority and responsibility as the Purchasing Agent for formal purchasing activity. The key provisions for ensuring compliance with Federal and State grant requirements are summarized below:

1. Make maximum, most economical use of available resources;

2. Provide maximum open and free competition in purchasing transactions;

3. Use purchasing methods which meet Federal and State requirements as well as comply with the City's Purchasing Policy;

4. Conduct analysis of decisions to determine appropriateness of contract pricing or contract costs;

5. Provide documentation to substantiate compliance with requirements (1) through (4).

F. Accounting process.

The Grant Coordinator maintains records in coordination with the Finance Department constituting grant financial reporting.

1. The Grant Coordinator is responsible for providing staffing resources to create the original supporting documentation for grant expenditures and to verify that these are

January 12, 2012

correctly recorded in the City's accounting system (e.g., time sheets, accounts payable);

2. The Finance Department is responsible for maintaining the purchasing, payroll, accounts payable, accounts receivable, cash receipts and systems according to grantor standards.

G. Cash management process.

Programs funded with grant revenues are not to rely on general City cash resources to meet cash flow shortfalls. Grant draw downs are to be requested from the grantor agency as soon and as often as practical.

1. The Grant Coordinator prepares requests for grant draw downs on the grantor's forms according to the decided upon schedule;

2. Federal grant payments are requested by letter of credit to be disbursed by Federal funds wire;

3. Checks for State and local grants are made payable to the City of Ferguson and mailed to the City of Ferguson, ATTN: Director of Finance, 110 Church St. Ferguson, MO 63135;

4. Grant payments by Federal funds wire are directed to the contracted bank for credit to the City of Ferguson control account.

H. Program compliance process.

Successful grant management requires that the City be able to demonstrate that the service delivery and/or project requirements of the grant have been met.

1. The Grant Coordinator is responsible for constantly monitoring performance to ensure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved;

2. The Finance Department will consult with the Grant coordinator on program compliance issues.

I. Audit process.

1. The audit of a grant includes program compliance as well as financial compliance. The grant may be audited annually or at the end of the project or program. State and local grants are audited by the particular agency involved. Federal grants are audited under the Single Audit Act of 1984 and in accordance with OMB Circular A-128;

8. Review of applications on file.

Equal Employment Opportunity Policy Statement

- D. It is the policy of the City of Ferguson not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, gender, age, disability, or other legally protected statuses. This policy extends to all stages of the employment process, including but not limited to:
1. Recruiting or advertising for employment;
 2. Evaluating the skills, education, and experience of applicants;
 3. Establishing rates of pay and terms conditions, and privileges of employment (including training opportunities); and
 4. Promoting, upgrading, demoting, transferring, laying off, and terminating employees.

All City programs shall also be offered in a nondiscriminatory manner.

- E. The City will provide reasonable accommodation for qualified persons with disabilities who are employees, or applicants for employment, and who can perform the essential functions of the job with or without accommodations, in compliance with the **Americans With Disabilities Act of 1990 (ADA)** and all applicable federal, state, and local laws.
- F. For additional information on recruitment see City of Ferguson "Personnel Rules and Regulations" Manual, October 2009.

120.02 **SELECTION PROCESS FOR APPLICANTS**

The selection process, as well as the appropriate policies and procedures for the appointment of commissioned and non-commissioned employees of the Ferguson Police Department will be to administer a process in a uniform manner that will be evaluated equally, ensuring only the most qualified applicants are offered employment.

120.03 **PROCEDURE - SELECTION**

- A. All applications received by the published closing date and time will be initially screened by Human Resources and the department to determine whether applicants' qualifications meet the basic requirements for the positions.
- B. Based on this process, the department will identify the top applicants to undergo additional screening. Additional screening will be undertaken to determine how well an applicant's abilities and qualifications meet all of the specific requirements of the position and the needs of the City. These additional screening processes will evaluate such factors as background, knowledge, education, previous experience and

aptitude. Depending on the type of position, this screening process may include, but not be limited to, any or all of the following:

1. Written tests or questions;
2. Physical exams;
3. Oral interviews;
4. Reference checks;
5. Driver's license check;
6. Background records check (i.e. police);
7. Any other methods which assist in evaluating an applicant's abilities and qualifications.

- C. For additional information on Recruitment and Selection see City of Ferguson "Personnel Rules and Regulations" Manual, October 2009.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp or seal.

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

MPCCF Reference 17.1, 17.2

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Planning

Research

RESEARCH AND PLANNING

121.00 PURPOSE

The purpose of this General Order is to explain how departmental Planning and Research functions are performed, assign responsibilities and clarify relationships. The integration of a formal Planning and Research function within the Ferguson Police Department will serve to examine and report on statistical data, research and develop alternatives to existing operational tasks, plan future agency deployments and programs and distribute information concerning legal, environmental and operational changes affecting law enforcement. **The Research and Planning function will closely follow the department Goals and Objectives as defined in GO 104.00**

121.01 DEFINITIONS

- A. **Planning** – The development of a method or design intended to serve as a guide in the implementation of operational or policy decisions.
- B. **Research** – A careful and systematic investigation to increase the sum of knowledge.

121.02 PROCEDURES

- A. Planning and research activities are essential to effective management of the Ferguson Police Department. Complex demands for law enforcement services and demands on the City of Ferguson require that this Department carefully research operational alternatives and plan future programs.
- B. Planning and research is the responsibility of the Chief of Police. The Chief of Police may designate any employee to perform the function of planning and research. When a designee of the Chief of Police is performing the function of planning and research s/he shall have access to all necessary information resources within the Department and have accessibility to the Chief of Police. Planning and research includes, but not limited to, the following types of activities:
 - 1. Crime analysis is a function of the Community Relations Officer in conjunction with the Bureau of Support Services.
 - 2. Multi-year planning is a function of the Chief of Police, whose duties include long range (*five year*) planning of needs for the Department. This includes, but is not limited to, budget, equipment and manpower needs,

based on forecast change of population, service area, etc. This multi-year plan will be reviewed annually.

3. Operations planning are a function shared by all Lieutenants and the Command Staff. In addition to operational plans for events and activities, they develop and maintain standard operational procedures, design preventive patrol activities, and assist in the formulation of policies and procedures known as general orders. These orders are reviewed every year for the purposes of deletion and revision.
 4. Budgeting is a responsibility of the Chief of Police with input developed by the staff.
 5. Development of manpower allocation alternatives is a function of the Chief of Police and Commander of the Division Field Operations.
 6. System analysis is a function shared by the Chief of Police and Command Staff who will periodically review the Department's information management system and attempt to introduce appropriate law enforcement application systems as used in departments of our size elsewhere in the United States.
 7. Contingency planning is done by all staff within functional areas.
 8. Traffic accident and enforcement pattern analysis is done by the assigned Division of Administration staff.
 9. Grant management is assigned to the Division of Administration.
- C. The Chief of Police will ensure the analytical reports are disseminated to the patrol division to assist in planning and/or proper field patrol activities.
- D. The Chief of Police will ensure the goals and operational objectives for the Department are well planned and documented in order to provide for adequate staffing/operational funding for future years. Multi-year (*five year*) considerations will include:
1. Anticipated workload and population trends.
 2. Anticipated personnel levels.
 3. Anticipated capital improvement and equipment needs.
 4. Provisions for review and revision as needed.

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Crime Analysis Function

Regular and Special Briefings

CRIME ANALYSIS

122.00 PURPOSE

- A. The purpose of this General Order is to establish a crime analysis function and provide the ways and means of collecting, analyzing and disseminating information regarding criminal activity and calls for service, allowing for directed response to crime.
- B. Crime analysis is used to provide currently useful information to aid the operational personnel in meeting the tactical crime control and prevention objectives (strategies) by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field operations and arrests. Crime analysis may also be useful for the development in long term planning for the department.

122.01 CRIME ANALYSIS RESPONSIBILITY

- A. The Crime Analysis function is the responsibility of the Community Relations Officer (Crime Prevention Officer) in conjunction with the Bureau of Criminal Investigation.
- B. Data to be analyzed may include but is not limited to:
 - 1. I.T.I. Crime Records Management;
 - 2. C.A.D. dispatching data;
 - 3. Uniform Crime Reports, and
 - 4. Daily notable activity reports from the Division of Field Operations.
- C. Analysis of crime will include documentation, analysis, and reporting of the following factors:
 - 1. Type – by UCR classification of crime or activity.
 - 2. Frequency – by number of crimes and comparisons to like periods.

3. Temporal – day, date and time of offenses as determined from all available sources.
4. Geographic – by address, sector, and COGIS area.
5. Victim or Target description – by likeness or similarity.
6. Known suspect or suspect vehicle information – based on victim or witness description.
7. Modus Operandi – by method or signature characteristics of the suspect.
8. Physical Evidence – including lab or latent print analysis reports.

122.02 FREQUENCY OF CRIME ANALYSIS

At a minimum, analysis will be ongoing and will be reported to the Chief of Police and Commanders monthly. Developing patterns or problem areas should be reported immediately to the Chief of Police and Commanders. The Crime Analysis Function provides the development of agency tactics, strategies and long range plans to assist in the solving of crime and prevent its reoccurrence.

122.03 DISTRIBUTION OF CRIME ANALYSIS REPORTS

- A. Crime Analysis Reports will be given to the Chief of Police and the Commanders of each division. The crime analysis updates may be given at the Command Staff meetings. Additionally, the information may be distributed to outside law enforcement agencies and Neighborhood Watch groups. Sensitive information in analysis reports should remain confidential so as not to impede investigations or prosecutions.
- B. Feedback and Evaluation of the analysis reports is important in keeping the data accurate and useful. Requests for additional information, reporting errors in analysis reports, or other comments and suggestions, should be reported to the *Commander of the Division of Operational Support in memorandum form.*

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is written in a cursive style with a large, circular initial "C".

Distribution
All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police

MPCCF Reference 28.1, 28.2



November 30, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Daily Rosters

Duty Hours

Payroll

Sector Assignments

Shift Rotation

Trading of Duty Assignments

Work Schedules

DAILY ASSIGNMENTS AND MONTHLY WORK SCHEDULES

200.00 PURPOSE

The purpose of this General Order is to establish the procedure for the assignment of shifts; frequency of shift rotation; assignment to service areas; frequency of service area rotation; determination of days off; and documenting the daily payroll of police department employees.

200.01 POLICY

A single method for assigning officers to shifts, service areas, and days off will be developed and followed consistently. A uniform procedure helps to ensure impartiality in the process. However, department management retains the final authority to assign officers to shifts, and service areas in order to provide effective coverage, ensure accountability, and achieve organizational goals and objectives.

200.02 ASSIGNMENT PROCEDURE

Patrol Staffing. The division commander is responsible for maintaining adequate platoon manpower to ensure that all patrol duties can be accomplished.

- A. **Guidelines.** Minimum staffing should take into account officers on days off, vacation, schools, etc. When the four patrol sectors are filled, extra officers may be used for additional assignments such as traffic enforcement, bicycle patrol, directed patrol, training or other duties at the discretion of the watch commander. These duties will be assigned in a fair and equitable manner. Minimum staffing indicates the number of personnel that are expected to report for duty on a particular day, not necessarily the number of personnel scheduled to report for duty.

November 30, 2011

1. The following preferred minimum staffing requirements have been established for the Patrol Division to ensure adequate coverage and fulfillment of its mission and objectives.
2.
 - 1st watch - No Less than six (6) officers on duty, one (1) supervisor and five (5) patrol officers.
 - 2nd watch - No less than six (6) officers on duty, one (1) supervisor five (5) patrol officers until 3:00 AM and Four (4) patrol officers thereafter.
2. Exceptions to the previously stated requirements will be at the discretion of the watch commander, with the approval of the Bureau of Field Operations Commander, and should be limited to cases involving extenuating circumstances.
4. All lieutenants' and sergeants' vacations will be coordinated through the Commander of Field Operations. Only one lieutenant or sergeant on a platoon will be scheduled off on any given day.
5. Vacations for officers in each rank, Lieutenant, Sergeant, and Police Officer are picked based on seniority, in grade. Officers may select a maximum of eighty-four (84) hours (consecutive work days) for their first pick but must pick a minimum of twenty-four (24) hours. After the first pick process is completed, a master list of vacations will be posted and officers may pick additional vacation hours or request vacations where opening are available. Picking additional hours will also be done by seniority in grade. All vacation hours selected may not be changed without approval of the division commander.

B. Assignment to patrol areas. To provide accountability for law enforcement services in the City of Ferguson, all patrol sectors must be staffed. Officers may be assigned permanent patrol areas at the discretion of the Division Commander.

C. Rotation and schedule.

1. Patrol Division Police Officers and Sergeants will be assigned to a twelve (12) hour rotating shift based on a twenty-eight (28) or fifty-six (56) day cycle, to be determined by the Division Commander. Each platoon will work a twelve (12) hour shift, rotating between the two (2) shifts every four to eight weeks. To prevent pay periods of eighty-four (84) hours, every two weeks each officer will work one (1) abbreviated shift in lieu of one (1) twelve (12) hour shift.

D. Roll call and relief procedures.

1. On-coming officers will be present and attend roll call at the beginning of each shift unless excused by competent authority. Roll call will commence for the up coming tour of duty at 0624 hours for the day watch, and 1824 hours for the night watch.
2. Roll call is conducted by the supervisor and/or the shift commander. Roll call will accomplish at a minimum the following four (4) basic tasks:
 - a. Briefing officers with information regarding daily patrol activity with particular attention given to unusual situations and changes in the status of wanted persons and major investigations.
 - b. Notifying officers of changes in schedules and assignments
 - c. Notifying officers of new directives or changes in directives.
 - d. Evaluating each officer's readiness to assume patrol.
3. Upon completion of roll call each officer will then proceed to their assigned vehicle and inspect it for cleanliness, unreported damage, and all required equipment. Any discrepancies will immediately be reported to a supervisor.
4. In order to reduce the incidence of off-going officers being assigned late calls in the morning, one officer from the evening shift may be assigned to work a shift which begins and ends one half hour after the regular shift schedule. The eight (8) hour shift officer will generally work a shift which overlaps the evening roll call. This officer will be expected at roll call when possible. In any event, the overlay officer will contact the on duty supervisor upon reporting for duty.

- C. **Bureau of Investigations:** Detectives will work an 8-hour day, five days per week. The Division Commander will develop a schedule which will meet the investigative needs of the bureau. Generally, detectives will be assigned to work days and evenings, alternating Monday through Friday with Tuesday through Saturday.

November 30, 2011

Schedules will be modified to address the needs of investigations and covert operations.

- D. **Administrative Staff**: Civilian personnel assigned to the administration section will work an 8.5 hour day, five days per week, Monday through Friday. Sworn administrative personnel will work variable hours dependant on duties, i.e. staff inspections, internal affairs investigations, neighborhood meetings and such.
- E. **Communications Personnel**: The Communications Supervisor will develop a schedule to maintain 24-hour radio coverage, seven days per week. The rotation and day off schedule will be established assigning dispatchers to shifts, and days off to ensure impartiality.

200.03 TRADING OF DUTY ASSIGNMENTS

The trading of duty assignments is discouraged, however, if a supervisor or officer finds it necessary to be off during an assigned shift they may request to trade with a person of equal position by submitting a request for the change to their individual watch commander.

- A. All trades must be with the consent of the supervisors of both parties. In the case of sergeants, both watch commanders must approve the trade. A copy of all approved trades must be forwarded through the chain of command to the Division Commander.

200.04 PAYROLL PROCEDURE

- A. Monthly work schedules will be submitted to the Chief's Administrative Assistant prior to that schedule period.
- B. Payroll sheets will be submitted on time in accordance with City procedures.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

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CODE OF CONDUCT

202.00 PURPOSE

As stewards of the public trust, all employees of the City of Ferguson are expected to uphold the highest standards of conduct, both personal and professional. Consequently, employees must avoid engaging in: activities which create or imply a conflict of interest, dishonesty, unauthorized use of City funds or property, inappropriate use of influence relative to their position, or other improprieties.

202.01 POLICY

A member of the Department will be subject to disciplinary action for the violation of the standards of conduct set forth by the Department herein, for the violation of other rules set out in Police General Orders, for the violation of Special Orders, and for violation of the orders of a superior officer, or for violations of the City Personnel Manual.

202.02 CODE OF CONDUCT "ON DUTY"

All employees of the Ferguson Police Department are expected to perform their duties in a competent and efficient manner. Perimeters of proper conduct on duty, including but not limited to include:

A. All employees are presumed to have knowledge of the laws of the United States and the State of Missouri, the ordinances of the City of Ferguson, and the rules and regulations of this Department.

In addition to the specific duties of each individual rank and position, the following general duty provisions are applicable to all members of the Department and must be observed:

1. All rules and regulations set forth in General Orders, Special orders and all amendments thereto must be obeyed.
2. Each employee shall properly inform himself or herself about all Orders, regulations, and memorandums governing his duties.
3. All rules and regulations set forth in the City of Ferguson Personnel Rules and Regulations Manual of 2009.
4. Name, rank, DSN or position, and similar identifying information shall be given in a civil manner to any person who may inquire.
5. Aid shall be promptly given to persons requesting service, in so far as is consistent with duty obligations.
6. No police information, of any nature, shall be disclosed unless it is proper and necessary under the circumstances.
7. Interfering with the course of justice in any fashion whatsoever is forbidden.
8. No advice or information shall be given to any arrested person or to others for him, in relation to the defense or prosecution against him.
9. An employee shall not fail to notify his superior of information concerning police matters that comes into his possession.
10. An officer shall remain neutral to both parties in any civil case or dispute and shall act only to prevent breach of the peace or to suppress disturbance.
11. Every officer must assist and protect, and come to the aid of, other members of the Department in need of aid or assistance.
12. Neglect of duty, improper performance of duty, sleeping or loafing while on duty, are prohibited.
13. All employees will maintain expected standards of competent performance. Those employees consistently performing below the expected standard are subject to disciplinary action or non-disciplinary separation from service.

14. All employees shall maintain a courteous, professional demeanor at all times.

202.03 CODE OF CONDUCT "OFF DUTY"

A. Police officers will behave in a manner that does not bring discredit to their agency or themselves. A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he/she lives and serves. The officer's personal behavior must be beyond reproach.

1. All Department personnel are subject to call-out during an emergency, and are expected to respond to such call-outs. (*G.O. Emergency Operations/Unusual Occurrences – 490.00*)

2. Off-duty weapons – See *G.O. 216.00 Authorized Firearms, Ammunition and Qualification*.

3. Officers or employees are not to become involved in disputes in the neighborhood of their immediate residency. Such incidents will be handled by officers not personally involved in the neighborhood. This rule is not to be construed as meaning that an officer should not take emergency action in a neighborhood dispute when such action is necessary to avoid injury or other serious consequences.

4. When an officer is off-duty or working secondary employment and becomes involved in an incident requiring an arrest, he will detain the subject and request that an on-duty officer respond, evaluate the situation, and if appropriate, arrest the individual. It will be the responsibility of that on-duty officer to investigate the incident, write the report and apply for warrants as he would any other arrest situation.

5. All Officers and employees are not to engage in any prohibited act listed in the City of Ferguson "Personnel Rules and Regulations" Manual 2009, Specifically "Employee Conduct".

6. Failure to conform to this directive or any directive of this agency may result in disciplinary action.

202.04 PERSONAL APPEARANCE

A. Employees of the City of Ferguson are required to present a neat and professional appearance. This applies, not only to day-to-day business activity, but also to relations with others outside the immediate workplace in business contexts. Employees are expected to exercise mature discretion in appearance, dress and demeanor.

- B. Employees who are assigned uniforms shall maintain and wear such uniforms in good condition and according to departmental regulations. For additional information *see G.O. 214.00 Uniforms and Appearance*.
- C. All clothing accessories and shoes should be functional, safe and appropriate for the type of work performed. Tattoos and facial or body piercings shall not be displayed if they may be construed as offensive to members of the public, city employees, or otherwise present an unprofessional appearance.
- D. Additional standards for Personal Appearance may be found in the City of Ferguson "Personnel Rules and Regulations" Manual October 2009.

202.05 DISCIPLINARY SYSTEM

In order to provide a functional system for handling disciplinary situations, the City has developed a corrective disciplinary action procedure. The disciplinary procedure may include any of the following disciplinary actions. Whether a violation shall be subject to discipline, the sanction imposed shall be evaluated for type of violation, seriousness and recurrence of any violations. Supervisors and Department Heads will determine the appropriate disciplinary action for any conduct. Suspensions or terminations must be approved by the City Manager prior to action.

- A. Commanding Officers and Supervisors will carefully investigate all cases within their commands which may qualify an employee for a letter of commendation, award for merit or valor. Recommendations for awards in writing may be made to a commander of a unit by any of its members or other concerned people who may have witnessed or have knowledge of an incident whereby they believe that some member of that unit is deserving of an award. The recommendation will then be forwarded to the Chief of Police. For additional information on recognition and awards *see G.O. 459.00 Performance Awards*.
- B. The primary responsibility for maintaining and reinforcing officer conformance with the standards of conduct of this Department shall be with the officer and the first line supervisor. Supervisors shall familiarize themselves with the officers in their unit and closely observe their general conduct and appearance on a daily basis. Supervisors should remain alert for indications of behavioral problems or changes that may affect an officer's normal job performance. The supervisor should document such information.
 - 1. Before disciplinary measures are taken, the supervisor may examine all mitigating and extenuating circumstances, previous training, past experience, prior record of performance, conduct of the employee, and seriousness of the offense to render a fair and impartial decision.
 - 2. A supervisor may recommend additional training to refresh and reinforce an officer's skills, or modify a behavior.

3. Counseling may be used by the supervisor as follows:

- a. To determine the extent of any personal or job problems that may be affecting performance, and to offer assistance and guidance;
 - b. To discuss minor and infrequent rule violations, and to discuss the substance and importance of the rules with the officer.
- C. Prior to notifying an employee of disciplinary action, the Department Head should conduct a reasonable investigation. However, in appropriate circumstances, Department Heads may place an employee on administrative leave pending investigation of the alleged violation.
- D. Disciplinary action should occur in a timely fashion and correspond to the degree of the violation, the situation and context in which the violation occurred, the impact on the organization, prior conduct and work history of the employee, and the expected effect of such actions on the future of the employee.
- E. The appropriate Department Head shall have responsibility for all disciplinary action but may delegate this authority to supervisors. Supervisors' authority with regard to implementing disciplinary action should be guided by department policy. Any actions beyond written reprimand should be discussed with the City Manager or his designee prior to implementation.
- F. The supervisor shall meet with the employee to discuss the reasons for the action and explain the disciplinary action taken.
- G. In all cases of disciplinary action, except for verbal reprimands, a written notice of the action signed by the Department Head or supervisor stating the reasons for such action will be given to the employee. The employee shall sign an acknowledgement of receipt and be given an opportunity to provide written comments. The employee's signature does not necessarily indicate agreement. A copy of the written notice and original acknowledgement shall be provided to Human Resources for inclusion in the employee's personnel file.
- H. In cases of suspension, demotion, or termination, the notice of disciplinary action shall contain information explaining the employee's right to have the action reviewed or appealed, if applicable.
- I. As with these general orders and the City of Ferguson "Personnel Rules and Regulations, October 2009, and consistent with the City Charter, the City Manager has the ultimate authority over all disciplinary actions.

J. Types of Disciplinary Action are as follow:

1. Verbal Warning: a verbal warning is an oral reprimand given by the employee's supervisor. All verbal warnings shall be documented.
2. Written Reprimand: a written reprimand is a written notification of the employee's unsatisfactory performance or other violation of City or departmental policies.
3. Suspension: a suspension is the removal of an employee from the workplace for a specified period of time without pay. The length of suspension will reflect the severity of the employee's misconduct.
4. Disciplinary Demotion: a disciplinary demotion is the placement of an employee into a lower job classification as a result of disciplinary action.
5. Termination: a termination is the permanent removal of an employee from the City's employment. Only the City Manager may authorize termination of employment.

202.06 DISMISSALS

- A. In the event an employee is separated from employment, he will be given a written notice of the dismissal stating the effective date, the reasons, if any, and a copy will be sent to Human Resources for inclusion in the employee's personnel file.
- B. The dismissed employee will also have to rectify any financial obligations owed to the City. COBRA information regarding continued health coverage will be provided to the employee as well. The employee must pay the full cost of the premium if he wishes to continue health coverage.
- C. Employment at the City of Ferguson is on an "at-will" basis and is for no definite period of time and may, regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause. No Department Head, supervisor or other person, irrespective of title or position, has authority to alter the at-will status of employment or to enter into any employment contract for a definite period of time.
- D. A notice of any dismissal or resignation shall be made to the POST Commission as required by Missouri State Statue 590.070
- E. A statement of the status of fringe and retirement benefits of the affected person may be provided after dismissal.
- F. A statement as to the content of the officer's employment record relating to the dismissal may be obtained.

202.07 MAINTENANCE OF RECORDS

The confidentiality of internal affairs records is important and proper security precautions will be taken to secure investigative files. A record of all complaints against police department employees and completed internal investigative files will be secured in a locked cabinet in the Administrative Office of the Chief of Police. Officers assigned investigations will be responsible to secure their investigative files in locked cabinets and not left unsecured. (*G.O. 301.00 Allegations of Employee Misconduct/Internal Affairs Investigations*)

202.08 APPEAL PROCEDURES

- A. Any employee who receives a written reprimand may appeal to his Department Head and the City Manager. Thereafter, there shall be no further right of appeal for written reprimands. However, any employee who has a grievance concerning a disciplinary action, or any personnel action resulting in dismissal, reduction in rank or compensation, or suspension without pay may appeal such action to the Personnel Board. The formal appeal process must proceed as follows:
1. Step One – the employee must first make a written appeal of the action to his Department within five (5) working days from the time the action took place. Failure to file an appeal within five (5) working days shall mean that the employee forfeits his appeal. A response to the employee's written appeal must be made by the Department Head in writing within five (5) working days from the time the appeal was received by the Department Head. If no response is received from the Department Head within five (5) working days from the time the appeal was received by the Department Head, or if the employee is not in agreement with the action taken, the employee should proceed to Step Two.
 2. Step Two – if the employee is not satisfied with the results of the written response to his appeal to the Department Head, the employee may appeal to the Personnel Board by filing a written statement of the action, concerns or problems addressed to the Personnel Board either directly or through the City Manager. This appeal to the Personnel Board must be filed within 10 working days from the time the written response to the appeal was received from the Department Head. Upon receipt of the formal appeal by the Personnel Board, a date for the Personnel Board to convene to hear the appeal will be established by the City Manager within a reasonable amount of time from the receipt of the appeal. The employee making the appeal will be notified by certified mail as to the time and place the Personnel Board will convene to hear the appeal.
- B. All written correspondence from employees, supervisors, Department Heads, the City Manager, and the Personnel Board shall have the date conspicuously noted on the correspondence and the time received conspicuously labeled.

- C. At its meeting the Personnel Board will consider the appeal of the employee. At the appeal hearing all parties shall have the right to be heard and present evidence and testimony. After the hearing and consideration of the evidence, the Personnel Board shall issue Findings of Fact, Conclusions of Law, and its Recommendation based upon the facts presented and the applicable rules, regulations, ordinances, and laws. The Board shall promptly file a written report of its findings and recommendations with the City Manager.
- D. The City Manager shall review the findings and recommendations of the Personnel Board and submit a final written decision to the employee.

202.09 DISPOSITION

- A. Investigators completing administrative reports will provide a “finding” or conclusion of fact and will specify the allegation(s) which are to be classified in one of the following categories:
 - 1. **Unfounded** – The complaint was not based on fact, as shown by an investigation or the incident complained of did not in fact occur.
 - 2. **Exonerated** – The action complained of did occur, but the investigation concluded that the actions were reasonable, lawful, and proper.
 - 3. **Complaint Withdrawn** – Complainant withdrew complaint
 - 4. **Not Sustained** – Insufficient evidence available to either prove or disprove the allegations in the complaint.
 - 5. **Sustained** – Investigation disclosed sufficient evidence to support the allegations in the complaint.
- B. In any instance when a complaint is finally disposed of as “Unfounded”, “Exonerated”, or “Complaint Withdrawn”, records pertaining to the complaint and its disposition will be closed and will be expunged after a period of 90 days except for the initial entry in the Administrative Report Log Book. Records of “Not Sustained” complaints will be maintained in the Chief’s administrative files and will be closed records.
- C. For additional information See *G.O. 301.00 Allegations of Employee Misconduct Internal Affairs Investigations*.

202.10 GRIEVANCE PROCEDURES

This directive establishes a grievance procedure, to include the follow:

1. Any employee who has a grievance concerning a disciplinary action, or any personnel action resulting in dismissal, reduction in rank or compensation, or suspension without pay may appeal such action to the Personnel Board.
2. The employee must first make a written appeal of the action to his Department Head within five (5) working days from the time the action took place.
3. The employee must follow the procedural steps and time limitations at each step in the grievance procedure outlined in this general order section 202.07, or the City of Ferguson "Personnel Rules and Regulations" Manual, October 2009.
4. The employee may be represented by legal counsel.

202.11 CONTENTS OF GRIEVANCE

The following information should be included in the written appeal of action to the Department Head (Step One):

1. A written statement of the grievance and facts upon which it is based.
2. A written allegation of the specific wrongful act and harm done.
3. A written statement of the remedy or adjustment sought.

202.12 GRIEVANCE CONTROLS

- A. The agency has a written directive that establishes procedures to be followed in responding to grievances to include at a minimum:
 1. Acknowledging receipt by noting time, date and person receiving the grievance.
 2. Analyzing the facts on allegations.
 3. Affirming or denying, in writing, the allegations in the grievance.
 4. Identifying the remedy or adjustments, if any, to be made.
- B. Corresponding requirement for Grievance Controls are found in 202.07 of this General Order or in the City of Ferguson "Personnel Rules and Regulations" Manual, October 2009, under Employee Appeal Procedure.

202.13 GRIEVANCE BOARD

- A. *Generally.* The personnel board shall consist of five (5) members appointed by the council, one (1) of whom shall be designated by the board as chairman. All members

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of the personnel board shall serve without pay. The director of the department of human resources shall be an *ex officio* member of the personnel board and shall attend all meetings of the board.

- B. *Qualifications.* Members of the personnel board shall be residents of the city. Members of official political party committees and members of the municipal government shall be ineligible to serve as members of the board.
- C. The personnel board shall: Hear appeals from disciplinary action as provided by Charter, ordinance, rule or regulation.
- D. At its meeting the Personnel Board will consider the appeal of the employee. At the appeal hearing all parties shall have the right to be heard and present evidence and testimony. After the hearing and consideration of the evidence, the Personnel Board shall issue Findings of Fact, Conclusions of Law, and its Recommendation based upon the facts presented and the applicable rules, regulations, ordinances, and laws. The Board shall promptly file a written report of its findings and recommendations with the City Manager.
- E. The City Manager shall review the findings and recommendations of the Personnel Board and submit a final written decision to the employee.

For additional rules and regulations on Conduct see *City of Ferguson "Personnel Rules and Regulations" Manual October 2009* and *General Order 304.00 "Standards of Conduct"*.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference: 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 16.7, 16.8, 16.9, 16.10, 16.11, 16.12

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Annual Performance Evaluations
Police Officer/Civilian Evaluations
Probationary Employees
Performance Appraisal Counseling
Raters Evaluated

ANNUAL PERFORMANCE EVALUATION

204.00 PURPOSE

The purpose of this general order is to establish an Employee Performance Evaluation system which will recognize, encourage, and develop in our members those attributes which promote the professional completion of our mission.

204.01 POLICY

- A. The employee evaluation system is designed to ensure the Ferguson Police Department provides the highest quality law enforcement services to the citizens we serve. This system was not designed simply to sanction poor performers, but to recognize and reward the many members of the Department who excel at the work they do. This evaluation system has been designed to provide a means by which the Department can document and gauge its performance while simultaneously providing employees with a means to develop themselves professionally.
- B. For the performance evaluation system to work its best, it needs to provide as accurate a gauge of the employee's performance as possible. Supervisors should therefore strictly adhere to the following guidelines when evaluating their employees.
- C. The evaluation system is designed to be used Department wide, and the rating factors listed are believed to be important qualities of performance in all Department personnel regardless of assignment. Supervisors should recognize, however, that each assignment is different, carrying different responsibilities and tasks. Employees should be rated on each factor as it relates to their assignment during the rating period.
- D. Supervisors should try to avoid the several types of bias that can occur with rating systems. One type of bias occurs when an employee performs very poorly or very well on one particular factor and the supervisor rates them similarly on all other factors as well. This common error can be avoided by attempting to consider each individual factor independent of the others. It is quite possible for an employee to perform very well on one particular factor while only performing adequately on

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others. Another type of bias occurs when an employee is rated solely on performance during one particularly recent period of time on one recent incident. This can be avoided by being certain to consider the employee's behavior over the entire rating period. Supervisors should also be certain not to allow personal likes or dislikes to affect their rating ability. Employees should be rated only on their performance and not on their personality.

204.02 PROCEDURE

- A. The Ferguson Police Department - **Performance Evaluation** (Prepared by The PAR Group) will be used to evaluate all commissioned Police Officers and Civilian Employees by specific position and specific job responsibility for each employee within the various components of the agency. Each position will have specific measurements that define the job description being evaluated. (Copies of performance evaluations with measurement definitions on file) The Performance Evaluation is divided into five sections:
 - Section 1 - Instructions for Completing Evaluation Form
 - Section 2 – Essential Job Functions
 - Section 3 – Requirements of Work
 - Section 4 – Comments (rater and employee)
 - Section 5 – Signatures
- B. Officers/employees are rated by their supervisors on the Performance Evaluation form. Each rating area contains descriptions used to describe levels of performance. These descriptions are not all inclusive, but are intended to serve as characteristics and examples of the employee's performance. For each rating area (Section 2 and 3), the employee can be rated as: 1. **Does Not Meet Standards** – Marginal to unsatisfactory performance should be assigned this rating (An explanation of the rating should appear in the space provided in each category) or 2. **Meets Standard** – This rating indicates the employee is performing his or her duties as they should. The supervisor and bureau commander will complete the Employee's Major Accomplishments and Performance-Related Areas of Improvements (Section 4) section to appraise and comment on the officer's/employee's performance.
- C. Upon completion of the evaluation, the employee's supervisor will conduct a private conference with the rated individual. During this conference the evaluation will be reviewed and discussed with the employee and upon completion the rated individual will sign the evaluation acknowledging his review of it. The rater's supervisors will then review and sign the performance evaluation. (Section 5)
- D. An annual performance evaluation will be completed on each officer/employee.
- E. The completed original performance evaluation form will be forwarded to the Office of the Chief of Police for review and signature and a copy will be filed in the Office of the Chief of Police.

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- F. The original employee performance evaluation review will be forwarded to the Human Resource Office and will be filed in accordance with applicable procedures and law.

204.03 EVALUATORS

- A. Performance evaluation will be conducted by the employee's immediate supervisor with additional relevant comments by commanders. The Chief of Police must sign off on all performance evaluations.
- B. All supervisors will receive training in performance evaluations as a component of basic supervision training provided through the Missouri State Highway Patrol Law Enforcement Academy, the St. Louis County And Municipal Police Academy, or other P.O.S.T. approved provider.

204.04 EVALUATION TIME REQUIREMENTS

- A. Probationary officers/employees are given a written performance evaluation quarterly during their probationary period.
- B. Probationary Commissioned Officers will initially be evaluated at 3 months by the Field Training Officer (F.T.O.), with overview approval of their supervisor. The remaining quarterly evaluations will be completed by the probationary officer's immediate supervisor.
- C. After the initial probationary period, officers/employees are evaluated annually. If the most recent evaluation is not over 90 days old when another evaluation is required, the old evaluation may be copied and turned in instead of making a new evaluation.

204.05 DOCUMENTATION OF PERFORMANCE

- A. Computer Aided Dispatching (C.A.D.) and the Computer Assisted Report Entry System (C.A.R.E.) are intended to assist supervisors in continually monitoring, evaluating, and apprising employees of their performance. In addition, the records will provide the supervisor and employee with material upon which to reflect when preparing the Performance Evaluation Report. In cases where a supervisor desires an additional record of behavior or performance to be documented than memorandums may be written and discussed with the employee and placed in the file.
- B. At any time the supervisor feels that a particular aspect of an employee's performance is unsatisfactory, the supervisor will document the incident. This documentation will be made on the date of the occurrence or as soon after as possible. If the unsatisfactory performance is significant or reoccurring, the employee should be

counseled with documentation with a written record of the incident. The progressive discipline process will be accomplished in accordance with General Order 303.00 .

- B. In cases of unsatisfactory performance, the supervisor will counsel the employee in private about the incident, and should explore and indicate ways in which the employee may correct the behavior.
- C. Whenever possible, counseling for unsatisfactory performance will be made prior to ninety days before the next scheduled evaluation of the employee. This will allow the employee the opportunity to correct the behavior. This provision does not preclude a supervisor from counseling an employee on unsatisfactory behavior when counseling becomes necessary during the ninety days prior to the evaluation.
- D. In cases of superior performance, the supervisor may choose to compliment the employee in private or in the presence of the work unit. After discussion of the incident, the supervisor should document the compliment and if applicable, submit a memo to the Chief of Police for commendation.

204.06 EVALUATOR RESPONSIBILITIES

- A. In addition to specific measurements (section 2 and section 3) of the Performance Evaluation, assigning major goals and objectives, projects, or assignments is the supervisor's prerogative (section 4). Supervisors who assign specific, written goals are encouraged to use them in the determination of the employee's performance on major job duties at the conclusion of the rating period. The goals may be developed by the employee, the supervisor, or both. In any case, once the goals are agreed upon, the supervisor and employee should both sign and date the document containing the goals to indicate agreement. If goals are written, give a copy of them to the employee. Midyear projects and special assignments do arise, which will, from time to time, take precedence over previously agreed upon goals and objectives. In those cases, revisions to the goals are appropriate and should also be mutually agreed upon.
- B. Additional Objectives and Responsibilities may be found in the City of Ferguson "Rules and Regulations" Section 5 – Compensation and Benefits - ARTICLE III. ANNUAL PERFORMANCE EVALUATION.

204.07 EVALUATION COUNSELING SESSION

- A. After the supervisor completes the evaluation he should discuss the evaluation with the employee. Without this exchange of information the evaluation cannot serve as the development tool it was meant to be. The evaluation counseling session should be structured freely and the employee should be urged to discuss anything they wish. At a minimum, however, the following three areas should be discussed.

1. Tasks of the position occupied;
 2. Level of performance expected; and
 3. Evaluation rating criteria.
- B. The officer will be given the opportunity to make written comments to supplement the completed performance evaluation.
- C. The employee should sign and date the evaluation form in the space provided. The supervisor should explain to the employee that their signature does not indicate agreement with the rating, only acknowledgment of the counseling session. Should the employee wish to discuss the review with the Commander, they should advise the supervisor immediately. The employee will be provided with a copy of the completed performance evaluation.

204.08 RATER EVALUATIONS

Command and supervisory personnel should note that the evaluation of their subordinate's performance is one of their key supervisory responsibilities. Command Staff will evaluate raters regarding their fairness and impartiality of ratings given, their participation in counseling rated employees, and their ability to carry out the rater's role in the performance evaluation system. Command Staff will ensure that the raters apply ratings uniformly.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 12.1, 12.2, 12.3, 12.4

Editorial

From the Editors

Editorial Board

Editor

Editorial Board

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Field Training
Field Training Officer
Field Training Officer's Guidelines
Training, Probationary Officer
Training Phases

FIELD TRAINING PROGRAM

206.00 PURPOSE

The purpose of this General Order is to assure probationary officers from the academy are properly trained and prepared for police duties. Probationary officers and recent graduates from the police academy will be assigned to work with a Field-Training Officer (F.T.O.) for nine training weeks. This program is designed to provide a set of guidelines for the F.T.O. to use in creating a favorable atmosphere for learning and that the probationary officer is evaluated in a fair and consistent manner.

206.01 DEFINITIONS

- A. ***Field Training Officer (F.T.O.)*** - A field-training officer will be certified through a State certified police academy. Upon completion of this training a copy of the certification will be maintained in the F.T.O.'s personnel file.
- B. ***Training Day*** - A training day is one in which the probationary officer is under the direct supervision of the F.T.O.

206.02 POLICY

The field training programs primary purpose is to effectively teach the probationary officer to apply what was learned in the academy to the daily activities encountered by officers in the field. At the completion of the field training the recruit should be capable of functioning successfully as a police officer with a limited amount of supervision.

- A. To complete the field training evaluation program, the probationary officer must have completed eight training weeks and one evaluation week.
- B. Probationary Officers with previous law enforcement experience may be moved into Phase III after a four (4) week period, if recommended by the F.T.O., Sergeant and Watch Commander with the D.F.O. Commander's approval.

- C. The F.T.O. will be supervised by the squad sergeant. The normal chain of command will be followed during the field training process.

206.03 FIELD TRAINING OFFICER SELECTION

- A. Those officers wishing to participate in the Field Training Officer Program should so indicate on a memorandum through the chain of command. The minimum qualifications are as follows:
 - 1. Minimum of three (3) years experience as a Police Officer.
 - 2. One year with the Ferguson Police Department.
 - 3. Possess above average police skills.
- B. Officers indicating their preference and possessing the minimum requirements will participate in a selection process when positions are available.
- C. The selection process will be as follows:
 - 1. A Field Training Officer Review Board consisting of the D.F.O. Commander, a Watch Commander and a Sergeant will conduct interviews for those officers meeting the requirements of Field Training Officers.
 - 2. The D.F.O. Commander shall submit a recommendation to the Chief of Police for F.T.O. selections.
 - 3. One F.T.O. per squad should be selected. Other F.T.O.'s will be assigned as support personnel.

206.04 FIELD TRAINING PROGRAM

A. *Phase Training*

The Field Training Program consists of three phases divided into nine weeks. The intent of this procedure is to standardize the training of the probationary officer.

1. PHASE I – 6 Weeks

The first week shall be a familiarization week. The following five weeks will be evaluated by a weekly observation report showing strengths and deficiencies. Meetings with the Sergeant and Watch Commander will be held on an as needed basis. During this time, the probationary officer will be exposed to the areas of support units, i.e. dispatch, corrections and detective bureau.

2. PHASE II -7 to 9 Weeks

The first two weeks the Probationary Officer will be evaluated by a weekly observation report. The original Field Training Officer will conduct training. During the final week, the Field Training Officer will act only as an observer except in emergency situations.

3. PHASE III – Evaluation Phase is a minimum of 43 weeks and will be designated as Phase III. The officer will assume all patrol responsibilities.

- a. Probationary Officers with previous law enforcement experience may be moved into Phase III after a 4 week period, if recommended by the F.T.O., Sergeant and Watch Commander with the DFO Commander's approval.
- b. Four weeks prior to the end of the officer's probation, all documents relevant to the End of Probation Reporting Procedure Checklist (Appendix 5), will be forwarded to the Chief of Police for review, The Chief of Police may conduct a personal interview with the probationary officer. If deemed necessary, the Chief of Police may consult the F.T.O., Sergeant, Watch Commander and DFO Commander.
- c. At the conclusion, the Chief of Police will make a recommendation concerning the disposition of the officer.

B. *Extended Training*

1. When the probationary officer does not meet standards in all evaluation areas, the training and evaluation period may be extended under the following conditions:
 - a. There are specific, identifiable problems that are essential to performing the job;
 - b. During the training and evaluation period, the officer has shown little or no progress in the problem areas that were identified;
 - c. There is a specific remedial training plan at the squad level to correct the problem(s) which may be managed either at the same squad or better served with another squad under the guidance of another Field Training Officer;
 - d. It is reasonable to believe that the remedial training plan would correct the problem(s).

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2. The F.T.O. shall forward a memorandum requesting extension of training through the chain of command to the D.F.O. Commander. If there is a Non-concurrence (on approval or disapproval) within the field training chain of command, the non-concurrence will be documented in writing and attached to the request. A probationary officer who has been granted an extension would be assigned to an F.T.O. who shall best accomplish the goal of extended training.
3. The Extended Training, if granted, shall be evaluated by a Weekly Observation Report, the Watch Commander's Evaluation, and ending with a meeting with the F.T.O., probationary officer, Sergeant, Watch Commander, and D.F.O. Commander.
4. The D.F.O. Commander, shall forward all of the End of Probation Reporting Package to the Chief of Police along with a recommendation to either return the probationary officer to Phase III training or to terminate the officer's employment. A personal interview may be conducted by the Chief of Police with the probationary officer. If deemed necessary, the F.T.O., Sergeant, Watch Commander and D.F.O. Commander may also be interviewed by the Chief of Police.

C. *Training Completion*

If a probationary officer is released from training, it has been determined that the field-training program has successfully been completed. The probationary officer can now function alone as a police officer and should be capable of handling those duties required of a trained police officer without direct supervision of his F.T.O.

D. *Termination*

If any time prior to or upon completion of training it is recommended that the probationary officer be terminated, the F.T.O. should be very specific in identifying the reasons. The F.T.O. should be thorough throughout the probationary officer's training in identifying problem areas and specifying the attempted corrective measures taken. Good records and documentation should be made to show justification for this action.

206.05 FIELD TRAINING OFFICER RESPONSIBILITIES

- A. All F.T.O.'s will be supplied with the Ferguson Police Department's Field Training Officer's Rules and Procedures outlining the program in more detail. The training guide is a listing of basic police responsibilities, tasks and procedures. The Training Officer will use this guide during the field training of a new officer.
- B. When applicable, Field training Officers will maintain liaison with the St. Louis County and Municipal Police Academy to keep current of field training procedures

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and legal training issues. They will complete in-service F.T.O. programs when offered.

- C. The Field Training Officer will explain each item, and whenever practical, demonstrate the task or procedure to the new officer. When the Field Training Officer believes that the new officer is capable of handling a specific task, he/she will require the new officer to perform the task while he/she observes.
- D. The Field Training Officer should pace themselves to ensure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily completed, the Training Officer will enter the date of completion in the proper column. This is not an all-inclusive list, and when unlisted situations arise, the Field Training Officer should demonstrate the proper procedure for handling the situation and record such action at the end of the guide.
- E. At the conclusion of field training the F.T.O. will ensure that the Probationary Officer has reviewed the completed the Ferguson Police Department's Field Training Officer's Rules and Procedures and has entered his name indicating that he has received instruction in all areas contained within the guide. The completed guide will then be forwarded through the chain of command to the Office of the Chief of Police and then placed in the officer's personnel Jacket.

Bi Monthly or Daily APPENDIX

206.06 WEEKLY OBSERVATION REPORT GUIDELINES

The following "1", "4", AND "7" scale value should be used as a basis to complete the Weekly Observation Report. The task of evaluating and rating a probationary officer's performance should be based on these definitions. As guidelines, these definitions serve as a means of program standardization and continuity.

A. *CRITICAL PERFORMANCE TASKS*

1. Driving Skill: Stress Conditions

(#1) Unacceptable: Involved in accident(s). Unnecessary use of red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners.

(#4) Acceptable: Maintains control of vehicle. Evaluates driving situations and reacts properly; (i.e., proper speed for conditions).

(#7) Superior: High degree of reflex ability and competence in driving skills.

2. Orientations Skill: Stress Condition

(#1) Unacceptable: Becomes disoriented when responding to stressful situations. Is unable to relate present location to desired destination. Is unable to use map under stress.

(#4) Acceptable: Aware of present location. Is able to utilize map effectively under stressful conditions. Demonstrates good sense of direction in tactical situations.

(#7) Superior: Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to map. Rarely disoriented during tactical situations

3. Field Performance: Stress Conditions

(#1) Unacceptable: Becomes emotional and panic stricken, unable to function, loses temper.

(#4) Acceptable: Exhibits calm and controlled attitude, does not allow situation to further deteriorate.

(#7) Superior: Maintains control and takes appropriate action under any circumstance.

4. Officer Safety: General

(#1) Unacceptable: Frequently fails to exercise officer safety. Exposes weapons to suspect (i.e., ASP Baton, mace, handgun). Fails to keep gun hand free during enforcement situation. Stands directly in front of violator's car door. Fails to control suspect's movements. Does not maintain sight of violator while writing citation. Fails to use illumination when applicable. Fails to advise dispatcher when leaving vehicle. Fails to maintain good physical condition. Fails to utilize or maintain personal safety equipment properly. Does not foresee potentially dangerous situations. Points weapon at other officers. Stands too close to vehicular traffic. Stands in front of door when knocking.

(#4) Acceptable: Understands principles of officer safety and applies it.

(#7) Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of police officer; (i.e., operate radio – utilize spotlight).

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5. Officer Safety: Suspects/Prisoners

(#1) Unacceptable: Frequently violates officer safety standards as detailed in (#1) and in addition, fails to "pat search" or confronts suspicious persons while seated in police vehicle, fails to handcuff potentially hazardous prisoners or felons, and fails to thoroughly search prisoners or their vehicles. Fails to maintain position of advantage with prisoners to prevent attack or escape.

(#4) Acceptable: Displays awareness of potential danger from suspicious persons and prisoners, maintains position of advantage.

(#7) Superior: Always maintains position of advantage and is alert to changing situations.

6. Control of Conflict: Voice Command

(#1) Unacceptable: Improper voice inflection; i.e., too soft, too loud, confused voice command or indecisive, poor officer bearing.

(#4) Acceptable: Speaks with authority in calm, clear voice.

(#7) Superior: Always give appearance of complete command through voice tone and bearing.

7. Control of Conflict: Physical Skill

(#1) Unacceptable: Cowardly, or uses too little or too much force for given situation. Unable to use proper restraints.

(#4) Acceptable: Maintains control without excessive force.

(#7) Superior: Excellent knowledge and ability to use restraining holds. Always prepared to use necessary force, and possesses above average physical conditioning.

B. FREQUENT AND OTHER PERFORMANCE TASKS1. Driving Skill: Non-Stress Conditions

(#1) Unacceptable: Continually violates traffic code (red light, stop signs). Involved in preventable accidents, lacks dexterity and coordination during vehicle operation.

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(#4) Acceptable: Has ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.

(#7) Superior: Sets good example of lawful courteous driving while exhibiting good manipulative skill required of police officer; (i.e., operate radio – utilize spotlight).

2. Orientation Skill: Non-Stress Conditions

(#1) Unacceptable: Unaware of his location while on patrol. Does not understand proper use of map. Unable to relate current location to destination. Not familiar with the sector and sector structure.

(#4) Acceptable: Has knowledge of current location in most situations. Can quickly use map to find streets and then determine shortest route to get there.

(#7) Superior: Retains prior street information and is able to get destination by shortest route.

3. Report Writing: Organization/Details/Classification

(#1) Unacceptable: Totally incapable of organizing events into written form, unable to determine proper report classifications.

(#4) Acceptable: Converts field situations into a logical sequence of thought to include all elements of the situation, knows standard report classifications.

(#7) Superior: A complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence, consistently classifies report correctly.

4. Report Writing: Grammar/Spelling/Neatness

(#1) Unacceptable: Illegible, misspelled words, incomplete sentence structure.

(#4) Acceptable: Grammar, spelling and neatness are satisfactory in that errors in this area are rare and do not impair understanding.

(#7) Superior: Very neat and legible, no spelling mistakes and excellent grammar.

5. Report Writing: Appropriate Time Used

(#1) Unacceptable: Requires excessive time to complete basic simple reports.

(#4) Acceptable: Completes basic reports in acceptable time

(#7) Superior: Completes simple basic reports in no more time than that of a skilled veteran officer (articulate this depending on the type of report, what you consider normal time to complete).

6. Field Performance: Non-Stress Conditions

(#1) Unacceptable: Seemingly confused and disoriented as to what action should be taken in a given situation.

(#4) Acceptable: Able to access situations and take proper actions.

(#7) Superior: Requires no assistance and always takes proper course of action.

7. Self-Initiated Field Activity

(#1) Unacceptable: Does not see, or avoids activity. Does not follow-up on situations, rationalizes suspicious circumstances.

(#4) Acceptable: Recognizes and identifies suspected criminal activity, makes cases from routine activity.

(#7) Superior: Catalogs, maintains and uses information given at briefings and from watch bulletins for reasonable course to stop vehicles and persons, and makes subsequent good quality arrests.

8. Problem Solving/Decision Making Ability

(#1) Unacceptable: Acts without thought or is indecisive. Relies on others to make decisions.

(#4) Acceptable: Is able to reason out problems and relate it to what was taught. Has good perception and ability to make decisions.

(#7) Superior: Excellent perception in foreseeing problems and arriving at advanced decisions.

9. Radio: Appropriate Use of Codes

(#1) Unacceptable: Misinterprets communication codes, definitions or fails to use it in accordance with set policy, fails or refuses to improve.

(#4) Acceptable: Has good working knowledge of majority of communication code definitions.

(#7) Superior: Uses communication codes with ease in all receiving and sending situations.

10. Radio: Comprehends Transmission

(#1) Unacceptable: Repeatedly misses car number and is unaware of traffic on adjoining sectors. Frequently has to ask dispatcher to repeat transmission or does not comprehend message.

(#4) Acceptable: Copies most radio transmissions and is generally aware of adjoining sector radio traffic.

(#7) Superior: Always comprehends radio transmissions and quickly makes a written record, always aware of, and quickly reacts to radio traffic on adjoining sectors.

11. Radio: Articulation of Transmission

(#1) Unacceptable: Does not preplan before transmitting message. Under or over modulation resulting in dispatcher constantly asking for repeat.

(#4) Acceptable: Uses proper procedure with short concise transmissions.

(#7) Superior: Always uses proper procedure with clear, calm voice even during stress situations.

C. KNOWLEDGE1. Knowledge of Department Policies and Procedures

(#1) Unacceptable: Has little knowledge of Department policies and procedures and makes no attempt to learn.

(#4) Acceptable: Familiar with Departmental policies and procedures.

- (#7) Superior: Exceptional working knowledge of Departmental policies and procedures.

2. Knowledge of Department Values, Mission Statement and Code of Ethics

(#1) Unacceptable: Has little knowledge of the Department Values, Mission Statement or Code of Ethics.

(#4) Acceptable: Familiar with Departmental Values, Mission Statement and Code of Ethics.

(#7) Superior: Exceptional knowledge of the Department Values, Mission Statement and Code of Ethics and how they relate to Department operations.

3. Knowledge of Neighborhood Policing Philosophy

(#1) Unacceptable: Has little knowledge of the Neighborhood Policing Philosophy.

(#4) Acceptable: Understands the philosophy of Neighborhood Policing and its importance to the overall mission of the Police Department.

(#7) Superior: Exceptional knowledge of the Neighborhood Policing philosophy and the ability to use that knowledge while performing daily police functions.

4. Knowledge of Criminal Code

(#1) Unacceptable: Has little knowledge of basic sections, not able to learn, no attempt at improvement.

(#4) Acceptable: Working knowledge of commonly used sections, relates elements to observed criminal activity.

(#7) Superior: Outstanding knowledge of Criminal Code and ability to apply it to both normal and unusual criminal activity.

5. Knowledge of the Traffic Code

(#1) Unacceptable: Has little knowledge of elements of basic sections, not able to learn, no attempt at improvement.

(#4) Acceptable: Working knowledge of commonly used sections, related elements to observed traffic related activity.

(#7) Superior: Outstanding knowledge of commonly used sections relates it and applies it to both normal and unusual traffic related situations.

6. Knowledge Reflected in Field-Performance Tests.

(#1) Unacceptable: After receiving training, unable to apply training to practical situations.

(#4) Acceptable: After the F.T.O. instructs in proper procedure, probationary officer is usually able to apply instructions.

(#7) Superior: After training, probationary officer makes no mistakes.

C. **ATTITUDE/RELATIONSHIPS**

1. Acceptance of Feedback: Verbal/ Behavior

(#1) Unacceptable: Rationalizing – argumentative – refuses to make corrections – considers criticism as negative.

(#4) Acceptable: Accepts criticism in positive manner and applies it to further learning processes.

(#7) Superior: Solicits criticism in order to improve performance, never argues or blames others.

2. Attitude Toward Police Work

(#1) Unacceptable: Takes police work as only a job; uses job for ego trip, abuses authority (badge heavy), and no dedication.

(#4) Acceptable: Expresses active interest toward the job.

(#7) Superior: Utilizes time to further professional knowledge, maintains high ideals toward professional responsibilities.

3. Relationships with Citizens: (Specify)

(#1) Unacceptable: Abrupt, belligerent, and overbearing, introverted and uncommunicative.

(#4) Acceptable: Courteous, friendly and empathetic, communicates in a professional and unbiased manner.

(#7) Superior: Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation.

4. Relationships with F.T.O.'s/Sergeants/Watch Commander

(#1) Unacceptable: Argues with F.T.O. or other superior officers. Belittles F.T.O./Supervisors in front of or to others. Fails to adhere to the chain of command. Insubordinate.

(#4) Acceptable: Is able to establish a good teacher-student relationship with F.T.O. Understands and adheres to the chain of command. Respects superior officers.

(#7) Superior: Establishes excellent teacher-student relationship. Possesses thorough understanding of chain of command and consistently adheres to it.

D. GENERAL ATTRIBUTES

1. General Appearance: (Specify if Necessary)

(#1) Unacceptable: Overweight, dirty shoes and uniform, long unkempt hair, dirty weapon, offensive body odor.

(#4) Acceptable: Neat, clean uniform and weapon, hair well groomed, shoes shined.

(#7) Superior: Tailored clean uniform. Military creases, professional bearing.

2. Observation of Work Hours

(#1) Unacceptable: Frequently late for work or other assigned appointments. Abuses meal periods. Improper use of duty time.

(#4) Acceptable: Observes work hours, meal periods, punctual for other assignments. Offers reasonable explanation when late.

(#7) Superior: Consistently observes work hours. Utilizes personal time to prepare for duty.

November 30, 2011

3. Initiative

(#1) Unacceptable: Unwilling to proceed with work without continual supervision. Does not strive to perform well or submit new ideas.

(#4) Acceptable: Recognizes job function and proceeds with work with minimal amount of supervision.

(#7) Superior: Recognizes work to be done, assumes responsibilities and takes appropriate action. Produces high volume of quality work due to self-initiative – suggests ways to improve operations.

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is written in a cursive style with a large, stylized "C" at the beginning.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 29.2

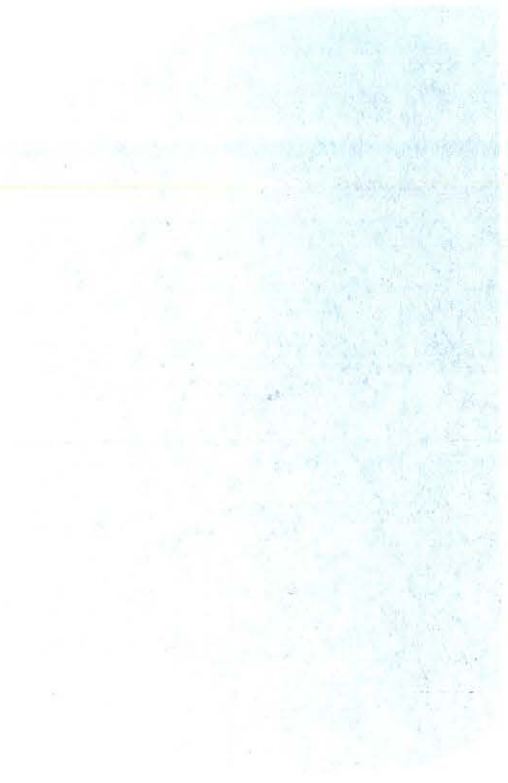
Field Training Officers



Rules and Procedures

Ferguson Police Department

Field Training Officers



OFFICE OF THE
ATTORNEY GENERAL

FERGUSON POLICE DEPARTMENT

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FERGUSON POLICE DEPARTMENT

GOALS AND OBJECTIVES

The Ferguson Police Department Field Training Officer (FTO) Program is a management system with the goal of improving the overall effectiveness and efficiency of the Department. To achieve this goal, the Program has established the following objectives:

1. TO PROVIDE A STRUCTURED PROBATIONARY OFFICER TRAINING PROCESS. The Field Training Program provides a structured, on-the-job training program for probationary officers. The key to the program is to transfer police knowledge, skills and abilities needed to perform patrol duties to on-the-job applications.
2. TO ESTABLISH A PROBATIONARY OFFICER EVALUATION SYSTEM. The Field Training Officer Program is designed to provide a job-related evaluation of the probationary officer(s) performance. The system utilizes a standardized approach to the documentation of the officer(s) performance.
3. TO IDENTIFY UNDESIRABLE BEHAVIORAL TRAITS AND PROVIDE REMEDIATION. The Field Training Officer Program provides an opportunity to observe, under field conditions, the abilities of the officer. If undesirable behavioral traits are identified, additional training will be provided to ensure that everyone who completes the FTO Program meets the Department(s) standards. *probe*
4. TO ESTABLISH A PROGRAM REVIEW PROCEDURE. The Field Training Officer Program provides an appraisal system to measure the effectiveness of the Department(s) selection and training processes by allowing feedback through the respective phases regarding an officer(s) strengths and weaknesses.

By order of:

Colonel Thomas Jackson
Chief of Police

Date _____

GOALS AND OBJECTIVES

The Personnel Policy Department Field Training Officer (FTO) Program is designed to provide the field training officer with the knowledge and skills necessary to effectively train and supervise field personnel in the application of personnel policy.

A STRUCTURE OF PROBLEMS

The field training officer is responsible for providing the field personnel with the knowledge and skills necessary to effectively train and supervise field personnel in the application of personnel policy.

CHARACTERISTICS OF THE

Field training officer is responsible for providing the field personnel with the knowledge and skills necessary to effectively train and supervise field personnel in the application of personnel policy.

FUNCTIONS OF THE

The field training officer is responsible for providing the field personnel with the knowledge and skills necessary to effectively train and supervise field personnel in the application of personnel policy.

STANDARDS OF PERFORMANCE

The field training officer is responsible for providing the field personnel with the knowledge and skills necessary to effectively train and supervise field personnel in the application of personnel policy.

I. GENERAL

The Field Training Program of the Ferguson Police Department operates within the following guidelines to provide a standard training and evaluation for a probationary police officer. The program will be the responsibility of the Bureau of Field Operations.

A. Definitions

1. Probationary Officer - A newly appointed officer will serve a 1 year probationary period.
2. Field Training Officer
 - a. Minimum of 3 years experience as police officer
 - b. Minimum of 1 year as commissioned officer of this department
 - c. Possess above average police skills
3. Lateral Entry Officer - A probationary officer with prior police experience.

B. Field Training Program for Probationary Officers

1. The Field Training is 9 weeks in length and divided into 3 phases

Phase I - 6 weeks: The first week shall be a familiarization week. The following five weeks will be evaluated by a weekly observation report showing strengths and deficiencies. Meetings with the Sergeant and Watch Commander will be held on an as needed basis. During this time, the probationary officer will be exposed to the areas of support units, i.e. dispatch, corrections and detective bureau.

Phase II - 7 to 9 weeks: The first two weeks the Probationary Officer will be evaluated by a weekly observation report. The original Field Training Officer will conduct training. During the final week, the Field Training Officer will act only as an observer except in emergency situations.

Phase III - Evaluation Phase is a minimum of 43 weeks and will be designated as Phase III. The officer will assume all patrol responsibilities.

2. Probationary Officers with previous law enforcement experience may be moved into Phase III after a 4 week period, if recommended by the FTO, Sergeant and Watch Commander with the BFO Commander's approval.
3. Four weeks prior to the end of the officer's probation, all documents relevant to the End of Probation Reporting Procedure Checklist (Appendix 5), will be forwarded to the Chief of Police for review. The Chief of Police may conduct a personal interview with the probationary officer. If deemed necessary, the Chief of Police may consult the FTO, Sergeant, Watch Commander and BFO Commander.

At the conclusion, the Chief of Police will make a recommendation concerning the disposition of the officer.

C. Field Training Officer

1. Selection

- a. Those officers wishing to participate in the Field Training Officer Program should so indicate on a memorandum through the chain of command. The minimum qualifications are as follows:
 1. Minimum of 3 years experience as a Police Officer.
 2. One year with the Ferguson Police Department.
 3. Possess above average police skills.
- b. Officers indicating their preference and possessing the minimum requirements will participate in a selection process when positions are available.

c. Selection Process

1. A Field Training Officer Review Board consisting of the BFO Commander, a Watch Commander and a Sergeant will conduct interviews for those officers meeting the requirements of Field Training Officer.
2. The BFO Commander shall submit a recommendation to the Chief of Police for FTO selections.
3. One FTO per squad should be selected. Other FTO's will be assigned as support personnel.

2. Training and Certification

- a. The FTO shall be assigned to a Field Training Officer seminar at the St. Louis County and Municipal Police Academy, when available, and shall attend periodic advanced training that will be coordinated by the Watch Commanders.
- b. Watch Commanders will ensure that the FTO attends periodic training enabling them to remain current in rules of search and seizure, criminal law, interpersonal perspectives and patrol strategies.

3. Assignment

- a. The BFO Commander shall assign Field Training Officers to each squad as needed.

1. Selection Process

A field training officer (FTO) is assigned to the field training officer (FTO) position of the FTO program. The FTO is responsible for the selection, training, and supervision of the FTOs. The FTO is also responsible for the selection, training, and supervision of the FTOs.

2. Training Process

The training process is a continuous process that involves the selection, training, and supervision of the FTOs.

The training process is a continuous process that involves the selection, training, and supervision of the FTOs. The training process is a continuous process that involves the selection, training, and supervision of the FTOs.

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II OPERATIONAL PROCEDURES

A. Assignment

1. All Probationary Officers will be assigned an FTO upon appointment to the department.
2. The Probationary Officer will be assigned to the Bureau of Field Operations. The officer then begins a 9 week, three phase training and evaluation process during which time, they shall be closely observed by their FTO. During these three phases, the probationary officer and the Field Training Officer shall be assigned to routine patrol duties rotating all three shifts (days, afternoons and midnights). This training shall be followed by a 43 week Evaluation Phase. At the conclusion of a successfully completed Evaluation Phase, the officer shall be removed from probationary status.
3. Probationary officers with previous law enforcement experience will participate in the field training program but, based on their training, experience and performance, may be moved to Phase III after a period of four to six weeks, if recommended by the FTO, Sergeant(s), Watch Commander, BFO Commander and approved by the Chief of Police.

B. Training and Evaluation Phases

1. Phase I - is a six-week period. The first week in Phase I is a familiarization period with no evaluation. During this time, police functions are performed by the Primary FTO and probationary officer, concurrent with their abilities. The primary responsibility of the FTO during this time shall be to acquaint the officer with routine duties, police functions, and Department policy and procedures.

During the next five weeks, the Probationary Officer shall be evaluated by means of Weekly Observation Reports (see Appendix 2), Watch Commander Phase I and Phase II Evaluations (see Appendix 3) and meetings with the officer, FTO, Sergeant, Watch Commander, and BFO Commander as needed.

If at any point during the training, the FTO determines that remedial training is necessary because the officer is not responding to the initial training, the remedial training shall be discussed with the Watch Commander.

They will determine the manner in which it is presented, the frequency of it and the documentation.

3. Phase II - is a three-week or six-week period. The first two weeks are training weeks as specified in Phase I and II. It is designed as a "polishing" phase in which the officer is expected to integrate their acquired skills into daily performances. The first two weeks shall be evaluated by Weekly Observation Reports.

The last week of Phase II is an evaluation only period. The FTO shall not participate in police functions during this period unless failure to participate is detrimental to police efficiency and/or public relations. However, the FTO shall act as an assist on all calls necessitating two officers.

The Squad Sergeant(s) will ride with the Probationary Officer for at least one day during the last week of training.

At the conclusion of Phase II training, an inter-office memorandum from the primary FTO to the Watch Commander evaluating the last week of Phase II training shall be prepared. This memorandum should include a recommendation to enter Phase III training and shall be forwarded with a Performance Evaluation Report through the chain of command to the BFO Commander.

The memorandum from the primary FTO should be accompanied by a Performance Evaluation Report.

4. Phase III - is the Evaluation Phase. The probationary officer should remain assigned to the Bureau of Field Operations and will be assigned to a squad. The Evaluation Phase is 43 weeks, unless altered by "Extended Training" or not having the required amount of training time. A lateral entry officer must complete a total of 52 weeks training.

The probationary officer is evaluated on their ability to apply what has been learned and to function as a patrol officer.

5. At the conclusion of the evaluation by the FTO, Sergeant, Watch Commander and BFO Commander, a recommendation shall be made by the BFO Commander to the Chief of Police as to the disposition of the probationary officer.

C. Extended Training

1. When the probationary officer does not meet standards in all evaluation areas, the training and evaluation period may be extended under the following conditions:

It is a well known fact that the first two years of a child's life are the most important for the development of the brain. It is during this time that the child's brain is most receptive to learning and the child is most likely to absorb information. This is why it is so important to provide a rich and stimulating environment for the child during this time.

The first two years of a child's life are the most important for the development of the brain. It is during this time that the child's brain is most receptive to learning and the child is most likely to absorb information.

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It is a well known fact that the first two years of a child's life are the most important for the development of the brain. It is during this time that the child's brain is most receptive to learning and the child is most likely to absorb information.

- a. There are specific, identifiable problems that are essential to performing the job
 - b. During the training and evaluation period, the officer has shown little or no progress in the problem areas that were identified.
 - c. There is a specific remedial training plan at the squad level to correct the problem(s), which may be managed either at the same squad or better served with another squad under the guidance of another Field Training Officer.
 - d. It is reasonable to believe that the remedial training plan would correct the problem(s).
2. The FTO shall forward a memorandum requesting extension of training through the chain of command to the BFO Commander. If there is a non-concurrence (on approval or disapproval) within the field training chain of command, the non-concurrence will be documented in writing and attached to the request. A probationary officer who has been granted an extension would be assigned to an FTO who shall best accomplish the goal of Extended training.
3. The Extended Training, if granted, shall be evaluated by a Weekly Observation Report, the Watch Commander's Evaluation, and ending with a meeting with the FTO, probationary officer, Sergeant, Watch Commander, and BFO Commander.
4. The BFO Commander, shall forward all of the End of Probation Reporting Package to the Chief of Police along with a recommendation to either return the probationary officer to Phase III training or to terminate the officer's employment. A personal interview may be conducted by the Chief of Police with the probationary officer. If deemed necessary, the FTO, Sergeant, Watch Commander and BFO Commander may also be interviewed by the Chief of Police.

There is a specific...
to performing the job...
During the training and evaluation period, the officer has
shown little or no progress in becoming a police officer.
Identified

There is a requirement...
to obtain the necessary...
the officer should...
the duration of the...
the duration of the...

It is recommended...
your contact...

As a result of...
being through...
the officer...
agreed with...
no further...
the officer...
a complete...
the officer...

It is recommended...
the officer...
the officer...
the officer...
the officer...

The officer...
the officer...

The officer...
the officer...

The officer...
the officer...

II DUTIES AND RESPONSIBILITIES

A. Chief of Police

1. The Chief of Police shall review the probationary officer status at the end of the Evaluation Phase (Phase III) or at the end of probation.
2. The Chief of Police shall review all evaluations and reports including statistical data generated during a training and evaluation period. A personal interview may be conducted by the Chief with the officer. If deemed necessary, the FTO, Sergeant, Watch commander and BFO Commander may also be interviewed by the Chief of Police.
3. At the conclusion of the evaluation by the Chief of Police, the Chief will determine the disposition of the probationary officer.

B. Commander, Bureau of Field Operations

The BFO Commander shall have the following responsibilities:

1. Recommend Extended Training, when necessary.
2. Review the probationary officer's Performance Report Package recommending continuation of employment, training be extended or termination of an employee to the Chief of Police.
3. Forward evaluations and reports to the Chief of Police.

C. Watch Commander

1. The Watch Commander shall ensure that the training and evaluation processes are accomplished. The Watch Commander shall review reports, utilize oral communications with the FTO and probationary officer, and observe personal traits of the officer's performance to summarize the probationary officer's progress. Meet with the probationary officer during first week of assignment.

2. The Watch Commander shall monitor the overall training and evaluation of probationary officers to ensure that a personality conflict between the FTO and an officer does not arise and that the FTO maintains objectivity throughout contact with the officer. If a personality conflict or a loss of objectivity is observed, the Watch Commander shall immediately counsel the FTO. If necessary, the Watch Commander shall recommend to the BFO Commander that the assignment be changed, rotating the officer to another FTO. The decision to rotate the probationary officer to another FTO must be fully documented and both parties informed of the reasons for the decision in order to minimize misunderstandings and the possibility of a reoccurrence.
3. The Watch Commander shall complete the Watch Commander's Evaluation at the end of Phase I and II. This shall be forwarded to the BFO Commander. The Watch Commander may also attend meetings where the Observation Reports shall be reviewed and discussed. At the conclusion of the end of phase meetings, the Observation Reports and the Watch Commander's Evaluation shall be forwarded to the BFO Commander.
4. The Watch Commander shall have the responsibility for evaluating the performance of the FTO. This evaluation shall be based upon the observation of the Watch Commander, input from the Sergeant and the critique made by the probationary officer.
5. The Watch Commander shall forward all documents identified on the End of Probation Reporting Procedure Checklist to the Bureau of Field Operations Commander, four weeks prior to the end of the officer's probation.

D. Sergeant

Sergeants shall assist in the development of the probationary officers in any way possible to include, but not be limited to, the following:

1. Provide input for remedial training.
2. Review observation reports.
3. Attend end of phase meetings with the officer, FTO and Watch Commander, at which time the Observation Reports will be reviewed and discussed.

The first of these is the fact that the PTO is not a separate entity from the USPTO. It is a part of the USPTO and its actions are subject to review by the USPTO. This is in contrast to the EPO, which is a separate entity from the European Commission and its actions are not subject to review by the Commission.

Secondly, the PTO is not a court of law. It is an administrative body and its decisions are subject to review by the USPTO. This is in contrast to the EPO, which is a court of law and its decisions are final and binding.

Thirdly, the PTO is not a court of law. It is an administrative body and its decisions are subject to review by the USPTO. This is in contrast to the EPO, which is a court of law and its decisions are final and binding.

Fourthly, the PTO is not a court of law. It is an administrative body and its decisions are subject to review by the USPTO. This is in contrast to the EPO, which is a court of law and its decisions are final and binding.

F. Field Training Officer

1. The FTO is the essential means by which the goal of the Field Training Program is achieved, specifically the development and enhancement of probationary officers.
2. The FTO has two major responsibilities: maintaining beat integrity, and training of probationary police officers.
3. The duties of an FTO shall include:
 - a. Train the officer during Phases I and II and monitor the officer during the Evaluation Phase.
 - b. Supervise the officer until the activities related to the tour of duty are completed.
 - c. Prepare Weekly Observation Reports on the officer's performance along with memos relating to the officer's strengths and weaknesses.
 - d. Attend evaluation meetings.
 - e. Assist in the development of remedial training that will enable the probationary officer to obtain the needed skills.
 - f. Recommend extended training.
4. The FTO shall make every attempt to ensure that the officer is involved in as many different types of incidents as possible during the training phases. With the permission of the supervisor, this can be accomplished by volunteering for assignments outside of their assigned area.
5. In the event an FTO has determined the officer is in need of remedial training, the FTO shall discuss it with the Squad Sergeant and/or the Watch Commander. The FTO shall assist in determining the manner in which remedial training is to be presented the frequency of it and its documentation.
6. If extended training is deemed necessary, the FTO shall forward a memorandum through the chain of command to the Watch Commander. At the conclusion of extended training, the FTO assigned shall submit a memorandum regarding the performance of the probationary officer.
7. If during any of the training phases, an FTO observes any activity or becomes aware of situations relative to the officer that are detrimental to the profession, the FTO shall bring it to

the immediate attention of the squad sergeant, and the circumstances shall be reflected in an inter-office memorandum.

G. Probationary Officers

The probationary officer's duties shall include:

1. To observe skills and techniques of the FTO in regard to policing, thereby developing his/her own skills.
2. Become knowledgeable of rules and regulations of the Ferguson Police Department.
3. Attending evaluation meetings.
4. Complete the Field Training Officer's critique.

IV. PROGRAM ADMINISTRATION

A. Field Training officers Critiques

In an effort to ensure that FTO's maintain a high level of skill performance and interest, a critique of the FTO is necessary. Probationary officers shall complete the Field Training Officer's Critique of the Primary FTO at the end of Phase II or extended training. The Field Training Officer's critique will be reviewed with the FTO by the Watch Commander, and the BFO Commander at the conclusion of the respective phase.

B. Standardized Training

In order to maintain a certain level of uniformity, a concentrated effort shall be made to standardize certain aspects of training that fall in a category of performance skills. This shall enable the FTO to pick up a recruit at six weeks and assume that a certain amount of training has already taken place. For example, one probationary officer who has driven for six weeks cannot be fairly evaluated against another probationary officer who has driven for one week. Each successive FTO must be confident in the training that has preceded them. Without standardized training, the second FTO is evaluating not only the probationary officer's failings, but the training deficiencies of the first FTO as well. Exposure must take place before evaluation and that exposure must be uniform if the evaluation is to be valid. Listed below are certain guidelines in order to minimize problems that arise from inconsistent training and to ensure maximum uniformity in the training process.

THEORY OF THE EARTH

1. The earth is a sphere.

2. The earth is composed of different layers.

3. The layers are the crust, mantle, and core.

4. The crust is the outermost layer.

5. The mantle is the layer below the crust.

6. The core is the innermost layer.

7. The core is divided into the inner core and the outer core.

8. The inner core is solid.

9. The outer core is liquid.

10. The mantle is composed of the asthenosphere and the lithosphere.

11. The asthenosphere is the layer below the lithosphere.

12. The lithosphere is the uppermost part of the mantle.

13. The lithosphere is rigid.

14. The asthenosphere is plastic.

15. The asthenosphere is hotter than the lithosphere.

16. The asthenosphere is the source of magma.

17. The asthenosphere is the source of the Earth's magnetic field.

18. The asthenosphere is the source of the Earth's heat.

19. The asthenosphere is the source of the Earth's life.

20. The asthenosphere is the source of the Earth's future.

C: Phase I

1. First week: Probationary officers learn by observing rather than doing. They perform simple tasks. (Remember, simple to the experienced FTO does not mean the same thing to the probationary officer).

Neighborhood Policing - Purpose/Objectives

S.A.R.A. - C.O.P.S. Projects

Crime Fighting Strategies

Mission statement/Department Values

Vehicle Inspection

Radio Familiarization

Driving Practices, Including Service Points and Schedules

Elementary Information Gathering

Beat/Sector/Precinct Familiarization

Traffic Stops, the Reason, the Location, etc.

Arrest Procedures, the Decision, How To, the Forms, the Conveyance, the Disposition

Search Procedures, Personal and Vehicle

Departmental Forms, Logs, Reports, etc.

Radar Policy and Familiarization (to include

Laser, Tuning Fork Certification, S.M.A.R.T. Trailer)

Familiarization with the location of:

Police Station

Police Records

C.O.P.S. Sites

Communications

Division of Criminal Investigation

Property / Evidence Room

St. Louis County Prosecuting Attorney's Office

Ferguson Prosecutor

Ferguson Municipal Court

Family Court and all Related Facilities

Hospital Emergency Room

Department of Justice Services Intake Center

Department Vehicle Service Facilities

2. Second - Sixth week: The officer is being evaluated. They should operate the radio, drive, conduct prisoner and vehicle searches, write reports and be able to handle non-stress type calls at the end of this period. During this phase of training, the probationary officer will be scheduled to spend one full training day with the Bureau of Communications.

D. Phase II

1. Seventh - Ninth weeks: The probationary officer shall assume all driving responsibility and shall begin handling stress calls. This is an important mid-point. Problem areas might surface. Remedial training might be indicated and additional attention can be given to areas of deficiency.
2. The probationary officer should be handling most of the calls and writing the required reports. Emphasis shall be on critical issues, performance under stress, ability to initiate positive action independently when needed, healthy aggression and judgment. Significant deficiencies should have been corrected by this point. For all practical purposes, training should be considered completed at the conclusion of this period.
3. FTO's role is to observe and evaluate. The FTO should keep in mind that the goal is to train officers who can operate and function in the police profession.

F. Phase III

1. The Application Phase is 43 weeks, unless altered by "Extended Training" or not having the required amount of training time.
2. The probationary officer is evaluated on ability to apply what has been learned by assuming patrol officer responsibilities.

APPENDIX

I. WEEKLY OBSERVATION REPORT GUIDELINES:

The following "1", "4", and "7" scale value should be used as a basis to complete the Weekly Observation Report. The task of evaluating and rating a probationary officer's performance should be based on these definitions. As guidelines, these definitions serve as a means of program standardization and continuity.

A. Critical Performance Tasks

1. Driving Skill: Stress Conditions

- #1 Unacceptable: Involved in accident(s). Unnecessary use of red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners.
- #4 Acceptable: Maintains control of vehicle. Evaluates driving situations and reacts properly; (i.e., proper speed for conditions).
- #7 Superior: High degree of reflex ability and competence in driving skills.

2. Orientation Skill: Stress Conditions

- #1 Unacceptable: Becomes disoriented when responding to stressful situations. Is unable to related present location to desired destination. Is unable to use map under stress.
- #4 Acceptable: Aware of present location. Is able to utilize map effectively under stressful conditions. Demonstrates good sense of direction in tactical situations.
- #7 Superior: Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to map. Rarely disoriented during tactical situations.

3. Field Performance: Stress Conditions

- #1 Unacceptable: Becomes emotional and panic stricken, unable to function, loses temper.
- #4 Acceptable: Exhibits calm and controlled attitude, does not allow situation to further deteriorate.
- #7 Superior: Maintains control and takes appropriate action under any circumstance.

4. Officer Safety: General

- #1 Unacceptable: Frequently fails to exercise officer safety. Exposes weapons to suspect (i.e., ASP Baton, mace, handgun). Fails to keep gun hand free during enforcement situation. Stands directly in front of violator's car door. Fails to control suspect's movements. Does not maintain sight of violator while writing citation. Fails to use illumination when applicable. Fails to advise dispatcher when leaving vehicle. Fails to maintain good physical condition. Fails to utilize or maintain personal safety equipment properly. Does not foresee potentially dangerous situations. Points weapon at other officers. Stands too close to vehicular traffic. Stands in front of door when knocking.
- #4 Acceptable: Understands principles of officer safety and applies it.
- #7 Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of police officer; (i.e., operate radio - utilize spotlight).

5. Officer Safety: Suspects/Prisoners

- #1 Unacceptable: Frequently violates officer safety standards as detailed in (#1) and in addition, fails to "pat search" or confronts suspicious persons while seated in police vehicle, fails to handcuff potentially hazardous prisoners or felons, and fails to thoroughly search prisoners or their vehicles. Fails to maintain position of advantage with prisoners to prevent attack or escape.

The following table shows the results of the experiments conducted on the effect of temperature on the rate of reaction between hydrogen peroxide and potassium iodide. The reaction is catalyzed by the presence of a small amount of potassium iodide. The rate of reaction was measured by the volume of oxygen gas evolved over a period of 10 minutes.

Temperature (°C)	Volume of Oxygen (cm ³)
10	1.2
20	2.5
30	4.8
40	8.5
50	15.2

The results show that the rate of reaction increases with increasing temperature. This is due to the fact that at higher temperatures, the molecules have more kinetic energy and are therefore more likely to collide with sufficient energy to overcome the activation energy barrier.

The following table shows the results of the experiments conducted on the effect of concentration on the rate of reaction between hydrogen peroxide and potassium iodide. The reaction is catalyzed by the presence of a small amount of potassium iodide. The rate of reaction was measured by the volume of oxygen gas evolved over a period of 10 minutes.

Concentration (mol/l)	Volume of Oxygen (cm ³)
0.1	1.2
0.2	2.5
0.3	4.8
0.4	8.5
0.5	15.2

The results show that the rate of reaction increases with increasing concentration. This is due to the fact that at higher concentrations, there are more molecules present in the same volume, and therefore the probability of a successful collision is increased.

- #4 Acceptable: Displays awareness of potential danger from suspicious persons and prisoners, maintains position of advantage.
- #7 Superior: Always maintains position of advantage and is alert to changing situations.

6. Control of Conflict: Voice Command

- #1 Unacceptable: Improper voice inflection; i.e., too soft, too loud, confused voice command or indecisive, poor officer bearing.
- #4 Acceptable: Speaks with authority in calm, clear voice.
- #7 Superior: Always give appearance of complete command through voice tone and bearing.

7. Control of Conflict: Physical Skill

- #1 Unacceptable: Cowardly, or uses too little or too much force for given situation. Unable to use proper restraints.
- #4 Acceptable: Maintains control without excessive force.
- #7 Superior: Excellent knowledge and ability to use restraining holds. Always prepared to use necessary force, and possesses above average physical conditioning.

B. Frequent And Other Performance Tasks

1. Driving Skill: Non-Stress Conditions

- #1 Unacceptable: Continually violates traffic code (red light, stop signs). Involved in preventable accidents, lacks dexterity and coordination during vehicle operation.
- #4 Acceptable: Has ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.
- #7 Superior: Sets good example of lawful courteous driving while exhibiting good manipulative skill required of police officer;(i.e., operate radio - utilize spotlight).

1. The first step in the process is to identify the problem. This involves a thorough analysis of the situation and the identification of the key issues. Once the problem has been identified, the next step is to develop a plan of action. This plan should outline the steps that need to be taken to solve the problem and the resources that will be required. The third step is to implement the plan. This involves putting the plan into action and monitoring progress. Finally, the fourth step is to evaluate the results. This involves assessing the effectiveness of the plan and making any necessary adjustments.

2. The second step in the process is to develop a plan of action.

This step involves identifying the specific actions that need to be taken to solve the problem. It also involves determining the resources that will be required to implement the plan. The plan should be realistic and achievable, and it should be flexible enough to allow for changes as the situation evolves.

3. The third step in the process is to implement the plan.

This step involves putting the plan into action. It requires a commitment of time and effort, and it may involve working with others. It is important to monitor progress and to make any necessary adjustments during this stage.

4. The fourth step in the process is to evaluate the results.

This step involves assessing the effectiveness of the plan and making any necessary adjustments. It is important to compare the actual results with the expected results and to identify any areas for improvement. The evaluation should be a continuous process that occurs throughout the entire process.

5. The fifth step in the process is to document the results.

This step involves recording the results of the process and the lessons learned. This documentation is important for future reference and for sharing the results with others. It should include a clear description of the problem, the plan of action, the implementation process, and the results.

2. Orientation Skill: Non-Stress Conditions

- #1 Unacceptable: Unaware of his location while on patrol. Does not understand proper use of map. Unable to relate current location to destination. Not familiar with the sector and sector structure.
- #4 Acceptable: Has knowledge of current location in most situations. Can quickly use map to find streets and then determine shortest route to get there.
- #7 Superior: Retains prior street information and is able to get to destination by shortest route.

3. Report Writing: Organization/Details/Classification

- #1 Unacceptable: Totally incapable of organizing events into written form, unable to determine proper report classifications.
- #4 Acceptable: Converts field situations into a logical sequence of thought to include all elements of the situation, knows standard report classifications.
- #7 Superior: A complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence, consistently classifies report correctly.

4. Report Writing: Grammar/Spelling/Neatness

- #1 Unacceptable: Illegible, misspelled words, incomplete sentence structure.
- #4 Acceptable: Grammar, spelling and neatness are satisfactory in that errors in this area are rare and do not impair understanding.
- #7 Superior: Very neat and legible, no spelling mistakes and excellent grammar.

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5. Report Writing: Appropriate Time Used

- #1 Unacceptable: Requires excessive time to complete basic simple reports.
- #4 Acceptable: Completes basic reports in acceptable time.
- #7 Superior: Completes simple basic reports in no more time than that of a skilled veteran officer (articulate this depending on the type of report, what you consider normal time to complete).

6. Field Performance: Non-Stress Conditions

- #1 Unacceptable: Seemingly confused and disoriented as to what action should be taken in a given situation.
- #4 Acceptable: Able to access situations and take proper actions.
- #7 Superior: Requires no assistance and always takes proper course of action.

7. Self-Initiated Field Activity

- #1 Unacceptable: Does not see, or avoids activity. Does not follow-up on situations, rationalizes suspicious circumstances.
- #4 Acceptable: Recognizes and identifies suspected criminal activity, makes cases from routine activity.
- #7 Superior: Catalogs, maintains and uses information given at briefings and from watch bulletins for reasonable course to stop vehicles and persons, and makes subsequent good quality arrests.

8. Problem solving/Decision Making Ability

- #1 Unacceptable: Acts without thought or is indecisive. Relies on others to make decisions.

REPORTING INSTRUCTIONS

1. The following information is required for each report.

2. The following information is required for each report.

3. The following information is required for each report.

4. The following information is required for each report.

5. The following information is required for each report.

6. The following information is required for each report.

7. The following information is required for each report.

8. The following information is required for each report.

9. The following information is required for each report.

10. The following information is required for each report.

11. The following information is required for each report.

12. The following information is required for each report.

13. The following information is required for each report.

14. The following information is required for each report.

15. The following information is required for each report.

- #4 Acceptable: Is able to reason out problems and relate it to what was taught. Has good perception and ability to make decisions.
- #7 Superior: Excellent perception in foreseeing problems and arriving at advanced decisions.

9. Radio: Appropriate Use of Codes

- #1 Unacceptable: Misinterprets communication codes, definitions or fails to use it in accordance with set policy, fails or refuses to improve.
- #4 Acceptable: Has good working knowledge of majority of communication code definitions.
- #7 Superior: Uses communication codes with ease in all receiving and sending situations.

10. Radio: Comprehends Transmission

- #1 Unacceptable: Repeatedly misses car number and is unaware of traffic on adjoining sectors. Frequently has to ask dispatcher to repeat transmission or does not comprehend message.
- #4 Acceptable: Copies most radio transmissions and is generally aware of adjoining sector radio traffic.
- #7 Superior: Always comprehends radio transmissions and quickly makes a written record, always aware of, and quickly reacts to radio traffic on adjoining sectors.

11. Radio: Articulation of Transmissions

- #1 Unacceptable: Does not preplan before transmitting message. Under or over modulation resulting in dispatcher constantly asking for repeat.
- #4 Acceptable: Uses proper procedure with short concise transmissions.
- #7 Superior: Always uses proper procedure with clear, calm voice even during stress situations.

C. Knowledge

1. Knowledge of Department Policies and Procedures

- #1 Unacceptable: Has little knowledge of Department policies and procedures and makes no attempt to learn.
- #4 Acceptable: Familiar with Departmental policies and procedures.
- #7 Superior: Exceptional working knowledge of Departmental policies and procedures.

2. Knowledge of Department Values, Mission Statement and Code of Ethics

- #1 Unacceptable: Has little knowledge of the Department Values, Mission Statement or Code of Ethics.
- #4 Acceptable: Familiar with Departmental Values, Mission Statement and Code of Ethics.
- #7 Superior: Exceptional knowledge of the Department Values, Mission Statement and Code of Ethics and how they relate to Department operations.

3. Knowledge of Neighborhood Policing Philosophy

- #1 Unacceptable: Has little knowledge of the Neighborhood Policing Philosophy.
- #4 Acceptable: Understands the philosophy of Neighborhood Policing and its importance to the overall mission of the Police Department.
- #7 Superior: Exceptional knowledge of the Neighborhood Policing philosophy and the ability to use that knowledge while performing daily police functions.

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4. Knowledge of Criminal Code

- #1 Unacceptable: Has little knowledge of basic sections, not able to learn, no attempt at improvement.
- #4 Acceptable: Working knowledge of commonly used sections, relates elements to observed criminal activity.
- #7 Superior: Outstanding knowledge of Criminal Code and ability to apply it to both normal and unusual criminal activity.

5. Knowledge of the Traffic Code

- #1 Unacceptable: Has little knowledge of elements of basic sections, not able to learn, no attempt at improvement.
- #4 Acceptable: Working knowledge of commonly used sections, related elements to observed traffic related activity.
- #7 Superior: Outstanding knowledge of commonly used sections, relates it and applies it to both normal and unusual traffic related situations.

6. Knowledge Reflected in Field-Performance Tests

- #1 Unacceptable: After receiving training, unable to apply training to practical situations.
- #4 Acceptable: After the FTO instructs in proper procedure, probationary officer is usually able to apply instructions.
- #7 Superior: After training, probationary officer makes no mistakes.

Introduction

Objectives

1. Understand the basic principles of the system.
2. Identify the components and their functions.
3. Analyze the system's performance.
4. Evaluate the system's reliability.
5. Assess the system's security.

Scope

The scope of this study is limited to the analysis of the system's performance and reliability. It does not cover the system's security or the user interface.

C. Attitude/Relationships

1. Acceptance of Feedback: Verbal/Behavior

- #1 Unacceptable: Rationalizing - argumentative - refuses to make corrections - considers criticism as negative.
- #4 Acceptable: Accepts criticism in positive manner and applies it to further learning processes.
- #7 Superior: Solicits criticism in order to improve performance, never argues or blames others.

2. Attitude Toward Police Work

- #1 Unacceptable: Takes police work as only a job; uses job for ego trip, abuses authority (badge heavy), no dedication.
- #4 Acceptable: Expresses active interest toward the job.
- #7 Superior: Utilizes time to further professional knowledge, maintains high ideals toward professional responsibilities.

3. Relationships With Citizens: (Specify)

- #1 Unacceptable: Abrupt, belligerent, and overbearing, introverted and uncommunicative.
- #4 Acceptable: Courteous, friendly and empathetic, communicates in a professional and unbiased manner.
- #7 Superior: Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation.

4. Relationships With FTO's/Sergeants/Watch Commander

- #1 Unacceptable: Argues with FTO or other superior officers. Belittles FTO/Supervisors in front of or to others. Fails to adhere to the chain of command. Insubordinate.
- #4 Acceptable: Is able to establish a good teacher-student relationship with FTO. Understands and adheres to the chain of command. Respects superior officers.

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Supervisor
Performance

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- #7 Superior: Establishes excellent teacher-student relationship. Possesses thorough understanding of chain of command and consistently adheres to it.

E. General Attributes

1. General Appearance: (Specify if Necessary)

- #1 Unacceptable: Overweight, dirty shoes and uniform, long unkempt hair, dirty weapon, offensive body odor.
- #4 Acceptable: Neat, clean uniform and weapon, hair well groomed, shoes shined.
- #7 Superior: Tailored clean uniform. Military creases, professional bearing.

2. Observation of Work Hours

- #1 Unacceptable: Frequently late for work or other assigned appointments. Abuses meal periods. Improper use of duty time.
- #4 Acceptable: Observes work hours, meal periods, punctual for other assignments. Offers reasonable explanation when late.
- #7 Superior: Consistently observes work hours. Utilizes personal time to prepare for duty.

3. Initiative

- #1 Unacceptable: Unwilling to proceed with work without continual supervision. Does not strive to perform well or submit new ideas.
- #4 Acceptable: Recognizes job function and proceeds with work with minimal amount of supervision.
- #7 Superior: Recognizes work to be done, assumes responsibilities and takes appropriate action. Produces high volume of quality work due to self-initiative - suggests ways to improve operations.

EVALUATION GUIDELINES

One of the most difficult tasks facing the FTO is the application of the numerical rating that represents the behavior being evaluated. The dilemma usually involves one FTO's rating philosophy versus another and the question of who is right. The following explanations should clarify the issue and ease the concern.

The first principle of value application that must be accepted is that almost everyone has different perceptions on nearly everything. While a standardization of ratings is an acute necessity, an attempt to standardize perceptions is doomed to failure at the start. For example, FTO "A" based on a period negative experience of his own, sees a probationary officer exposing a weapon to a suspect as worth a "1" rating (Officer Safety: Suspects/Prisoners) while FTO "B" may see the same behavior as worth a "3". Should there really be concern? The answer is "NO", as long as both officers see the performance as "Unacceptable" under the guidelines quoted. A lack of standardization ensues when one FTO sees the same behavior as "Acceptable", (Scale values 4, 5, 6 or 7). In summary then, there is no difficulty accepting differences in officers' perceptions unless these perceptual differences vary between Unacceptable and Acceptable ratings for the same behavior.

The second principle that is important to grasp is the value assigned to performance wherein remedial efforts have been undertaken and the probationary officer is not responding to training. A probationary officer who performs at a less than acceptable level might be assigned 1, 2, or 3 for that task. The FTO is under an obligation to remediate the mistake and assess the officer's performance when the opportunity to do so occurs. If the FTO has retrained and the officer continues to fail, a reduction in the scale value might seem contradictory if the officer does worse than before. The Not Responding to Training (N.R.T.) Section of the report form, allows the FTO to report continued failure and the failure on the part of the officer to improve while maintaining the integrity of the rating first given.

An NRT is an indication, then, of a problem that has occurred in the past; that has been the object of appropriate remedial effort, and the remedial effort has not produced the desired result. A rating of NRT might be likened to the waiving of a "red flag" in that the officer is in danger of failing the Field Training and Evaluation Program unless his performance improves in that particular area.

FERGUSON POLICE DEPARTMENT WEEKLY OBSERVATION REPORT

WEEK# _____ DATE: FROM _____ TO _____ FTO _____

PROBATIONARY OFFICER _____

RATING INSTRUCTIONS: Rate observed behavior by circling the number which corresponds to numerical value definitions contained in the Field Training and Evaluation Program Standardized Guidelines. You must comment on the most and least acceptable performance of the week. Although specific comments are required for all rating of "2" or less, "6" or above, the N.R.T., you are encouraged to comment on any behavior you wish. Use the category number to reference your narrative comments. Check the "NO" box if any activity is not observed and/or "NRT" box if the recruit fails to respond to training.

		RATING SCALE: UNACCEPTABLE	1 2 3 4 5 6 7	SUPERIOR	
				NO	NRT
<u>CRITICAL PERFORMANCE TASKS</u>					
(1)	Driving Skill: Stress Conditions.		1 2 3 4 5 6 7	___	___
(2)	Orientation Skill: Stress Conditions.		1 2 3 4 5 6 7	___	___
(3)	Field Performance: Stress Conditions.		1 2 3 4 5 6 7	___	___
(4)	Officer Safety: General.		1 2 3 4 5 6 7	___	___
(5)	Officer Safety: Suspects/Prisoners.		1 2 3 4 5 6 7	___	___
(6)	Control of Conflict: Voice Command.		1 2 3 4 5 6 7	___	___
(7)	Control of Conflict: Physical Skill.		1 2 3 4 5 6 7	___	___
<u>FREQUENT AND OTHER PERFORMANCE TASKS</u>					
(8)	Driving Skill: Non-Stress Conditions.		1 2 3 4 5 6 7	___	___
(9)	Orientation Skill: Non-Stress Conditions.		1 2 3 4 5 6 7	___	___
(10)	Report Writing: Organization Details/Classification. .		1 2 3 4 5 6 7	___	___
(11)	Report Writing: Grammar/Spelling/Neatness.		1 2 3 4 5 6 7	___	___
(12)	Report Writing: Appropriate Time Used.		1 2 3 4 5 6 7	___	___
(13)	Field Performance: Non-Stress Conditions.		1 2 3 4 5 6 7	___	___
(14)	Self-Initiated Field Activity.		1 2 3 4 5 6 7	___	___
(15)	Problem Solving/Decision Making Ability.		1 2 3 4 5 6 7	___	___
(16)	Radio/MDT: Appropriate Use of Codes.		1 2 3 4 5 6 7	___	___
(17)	Radio: Comprehends Transmission.		1 2 3 4 5 6 7	___	___
(18)	Radio: Articulation of Transmission.		1 2 3 4 5 6 7	___	___
<u>KNOWLEDGE</u>					
(19)	Of Department Policies & Procedures.		1 2 3 4 5 6 7	___	___
(20)	Of Department Values, Mission Statement.		1 2 3 4 5 6 7	___	___
(21)	Of Neighborhood Policing Philosophy.		1 2 3 4 5 6 7	___	___
(22)	Of the Criminal Code.		1 2 3 4 5 6 7	___	___
(23)	Of the Traffic Code.		1 2 3 4 5 6 7	___	___
(24)	Reflected in Field-Performance Tests.		1 2 3 4 5 6 7	___	___
<u>ATTITUDE/RELATIONSHIPS</u>					
(25)	Acceptance of Feedback: Verbal/Behavior.		1 2 3 4 5 6 7	___	___
(26)	Attitude Toward Police Work.		1 2 3 4 5 6 7	___	___
(27)	With Citizens: Specify.		1 2 3 4 5 6 7	___	___
(28)	Other Relationships: FTO/SGT/WATCH COM.		1 2 3 4 5 6 7	___	___
<u>GENERAL ATTRIBUTES</u>					
(29)	General Appearance: Specify if Necessary.		1 2 3 4 5 6 7	___	___
(30)	Observation of Work Hours.		1 2 3 4 5 6 7	___	___
(31)	Initiative.		1 2 3 4 5 6 7	___	___

FTO Signature _____ DSN _____ DATE _____

Prob. Officer Signature _____ DSN _____ DATE _____

WINDY OBSERVATION REPORT

DATE: _____ TO: _____

WINDY OBSERVATION REPORT: This report is to be filled out by the observer at the time of the observation. It should contain the following information: Date, Time, Location, Wind Speed, Wind Direction, Clouds, Visibility, and any other relevant information. The observer should also note any unusual conditions or events observed during the observation.

WIND

Direction: _____
Speed: _____
Gusts: _____
Remarks: _____

CLOUDS

Amount: _____
Type: _____
Remarks: _____

VISIBILITY

Distance: _____

OTHER

Remarks: _____

FERGUSON POLICE DEPARTMENT

PHASE I AND PHASE II EVALUATION

WEEK # _____

SHIFT WORKED _____

DATE _____

PROBATIONARY
OFFICER _____

FTO _____

INSTRUCTION: Complete this form on the Probationary Officer prior to the evaluation session. This form will be forwarded to the BFO Commander.

SIGNIFICANT STRENGTHS:

- (1) _____

- (2) _____

- (3) _____

SIGNIFICANT WEAKNESSES:

- (1) _____

- (2) _____

- (3) _____

Watch Commander's Signature

THEORY OF THE EARTH
PHASE I AND PHASE II

THEORY OF THE EARTH
PHASE I AND PHASE II

THEORY OF THE EARTH
PHASE I AND PHASE II

FERGUSON POLICE DEPARTMENT
FIELD TRAINING INSTRUCTOR'S CRITIQUE

Field Training Officer Date of Week # _____

In an effort to ensure that FTO's maintain a high level of skill, performance and interest, this critique form is presented to the recruit officer for completion. It is to the benefit of the FTO to know the impression that is being made on those being instructed. It is believed that an FTO who is truly interested in doing the best job would welcome this type of objective report. With this in mind, the recruit officer is requested to honestly appraise and evaluate this officer in the areas listed below. FTO's will receive these critique sheets upon the completion of Phase II (ninth week) and from all the probationary officers that the FTO has trained. The officer is asked to sign this critique.

Probationary officers are instructed to evaluate the Primary FTO at the end of Phase II.

INSTRUCTIONS: After filling in the training officer's name above, answer the questions that follow by circling the appropriate response. It is hoped that the recruit officer will make use of the "Comment" sections when necessary.

RATE YOUR FIELD TRAINING OFFICER IN THE FOLLOWING AREAS:

(1) Ability as a police officer
POOR FAIR AVERAGE GOOD EXCELLENT

(2) Knowledge of the training material covered
POOR FAIR AVERAGE GOOD EXCELLENT

(3) Ability to relate to you
POOR FAIR AVERAGE GOOD EXCELLENT

(4) Ability to relate to others
POOR FAIR AVERAGE GOOD EXCELLENT

(5) Interest in imparting training material and information to you
POOR FAIR AVERAGE GOOD EXCELLENT

THE WILSON POLICE DEPARTMENT

OFFICE TRAINING REPORT FOR CHIEF

Date of Report:

Page 1 of 1

The purpose of this report is to provide a summary of the training activities conducted during the reporting period. The training was designed to enhance the skills and knowledge of the officers and to ensure that they are up-to-date on the latest developments in law enforcement. The training was conducted in a professional and efficient manner, and the results were very positive. The officers showed a high level of interest and participation, and they were able to apply the concepts and techniques learned during the training to their daily work.

The training was conducted by the following personnel:

1. Chief of Police
2. Training Officer
3. Sergeant
4. Officer

The training was conducted on the following dates:

1. 1/1/2020
2. 1/2/2020
3. 1/3/2020

The training was conducted at the following location:

1. Wilson Police Department
2. Training Room

The training was conducted for the following duration:

1. 1 hour
2. 2 hours
3. 3 hours

The training was conducted for the following number of officers:

1. 10 officers
2. 20 officers
3. 30 officers

The training was conducted for the following number of hours:

1. 10 hours
2. 20 hours
3. 30 hours

The training was conducted for the following number of days:

1. 1 day
2. 2 days
3. 3 days

The training was conducted for the following number of weeks:

1. 1 week
2. 2 weeks
3. 3 weeks

(7) Setting an example for you and others

(8) Overall attitude towards work

COMMENTS SECTION:

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FROM THE DATE OF CHECKOUT
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FERGUSON POLICE DEPARTMENT

END OF PROBATION REPORTING PROCEDURE CHECKLIST

The following document shall be forwarded to the Commanding Officer, Bureau of Field Operations, four (4) weeks prior to the due date and must include a copy of the end of probation rating sheet. Each Watch Commander is responsible for the accuracy and thoroughness of the final product. The documents should be assembled in the following order (top to bottom):

- ___ 1. Memorandum to the Chief of Police summarizing the officer's probationary period. Success, highlights and problems encountered during the past should all be included.
- ___ 2. Copies of the performance evaluation reports.
- ___ 3. Documents from Phase I, to include:
 - ___ a. Weekly observation reports (weeks #2-#6).
 - ___ b. Watch Commander's Phase I and Phase II evaluation.
 - ___ c. Memorandum to BFO Commander documenting end of phase meeting.
- ___ 4. Documents from Phase II, to include:
 - ___ *a. Weekly observation reports (weeks #7-#9).
 - ___ *b. Watch Commander's Phase I and Phase II evaluation.
 - ___ *c. Memorandum to BFO Commander documenting end of phase meeting and recommending phase III.
- ___ 5. Field Training Officers Critique form completed by the probationary officer on their primary FTO.
- ___ 6. Monthly status (progress) reports from Phase III, as necessary.
- ___ 7. Copies of completed packets concerning:
 - ___ a. All disciplinary matters - pending or resolved.
 - ___ b. All recommendations or award nominations.
 - ___ c. Complimentary letters from citizens.
- ___ 8. A sheet depicting performance data from Phase III.
- ___ 9. Copies of any suggestions for improvement offered.

* Not required for probationary officers with previous law enforcement experience.

FERGUSON POLICE DEPARTMENT**FIELD TRAINING PROGRAM**

PURPOSE:

The purpose of this COMMAND ORDER is to establish an annual review of the Field Training Manual and a review of the personnel currently assigned to fulfill the role of Field Training Officer (FTO).

POLICY:

This Command Order extends to all officers within the department regardless of their assigned division who have been certified as an FTO and may be utilized as an FTO if a new officer is hired. In that the responsibility of the field training program falls within the responsibility of the Division of Field Operations (DFO) this Command Order requires the DFO Commander to call for a review of all Field Training procedures and to critique all FTOs during the month of January of every year.

PROCEDURE:

The Field Training Manual will be reviewed for content. If it is determined that changes are required, they will be submitted for approval by the DFO Commander to the Chief of Police. If changes are approved by the Chief of Police the DFO Commander will make the necessary changes and supplement the FTO manuals. Changes to the General Orders will be completed by the Captain in charge of Compliance.

Field Training Officers will be reviewed using the most recent field training officer critiques completed by the FTOs recruit officer(s) as well as by input from the FTOs respective Squad Sergeant. If any of the personnel require FTO retraining, the training officer will be advised to schedule.

During the review process proper traits and required skills and knowledge will be reinforced. If it is determined that an FTO no longer possesses those attributes or the FTO no longer has the desire to be used as an FTO, the DFO Commander will make a recommendation to the Chief that the officer be replaced or retrained.

DOCUMENTATION:

Once the annual review has been completed a final report will be prepared by the DFO Commander and presented to the Chief of Police. A copy of the final report will be forward by the Chief of Police to the Compliance Captain for filing.

November 30, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Funeral leave

HIPPA

Leave

Light Duty

Military leave

Seniority, Leave

Sick leave

Vacation

LEAVES OF ABSENCE**207.00 PURPOSE**

The purpose of this General Order is to establish the policy for Department employees to take earned leave. This order further defines the general leave policy established in Section 6 of the Ferguson City Personnel Policy Manual which covers all types of leave to include sick leave, military leave, funeral leave, and extended leave. Personnel should reference section 6 for policy not covered by this general order.

207.01 SICK LEAVE

In addition to the guidelines of City Personnel Manual, Section 6, Article III, the following stipulations pertain to commissioned officers and dispatchers. In some instances, these procedures may supercede the provisions of Section 6.

- A. Employees are to notify the on duty supervisor at least one hour prior to their scheduled starting time.
- B. In accordance with the HIPPA act, employees will only be required to advise the supervisor that they are sick. They will not be required to report the nature of the illness.
- C. Employees are required to notify the on duty supervisor each day that they miss work because of illness. This notification should be as soon as possible, but no later than one hour prior to their starting time. If an employee doesn't call in sick on a particular day, it is understood that the employee will report for duty as scheduled.
- D. Employees on extended sick leave are not required to "call in" each day if they have given advance notice of the disability and the expected date of return.
- E. Employees who intend to take accrued paid leave for family medical leave must complete the FMLA request form available from the Human Resources Director, and make the request 30 days in advance for scheduled qualifying purposes or as soon as

November 30, 2011

possible in the event of unforeseen events. The full policy for FMLA leave can be found in Section 6, Article V of the City Personnel Manual.

- F. Employees should familiarize themselves with the prohibition against recreational activities or secondary employment while utilizing sick leave of any type as stated in Section 6, Article III.

207.02 VACATION SELECTION POLICY

Selection of vacations by civilian and commissioned personnel will be on the basis of rank or pay grade position and seniority. In the case of identical seniority selection will be determined by lot. Selections will be by assignment.

- A. COMMAND STAFF

Only one captain will be on vacation during any time period.

- B. PLATOONS

Only one commander/supervisor per platoon will be on vacation at the same time. The number of patrol officers allowed to be on vacation at the same time will be determined on the basis of staffing needs.

- C. DETECTIVE BUREAU

The commander and supervisor will not take vacation during the same time period. Only one detective will be allowed to take vacation during any time period.

- D. COMMUNICATIONS

Only one full-time dispatcher will be allowed to take vacation during any time period.

- E. CORRECTIONS

Only one full-time corrections officer will be allowed to take vacation during any time period.

- F. CLERICAL STAFF

Only one clerical position per assignment will be allowed to take vacation during any time period.

November 30, 2011

207.03 EXCEPTIONS

If an employee selects to take their vacation days in less than one-week periods, they must wait for all employees in their classification to have picked their vacations. This provision is to prevent one employee from picking a day during each week of the summer and therefore not allowing other employees to have a full continuous vacation.

207.04 DOCUMENTATION

Each supervisor will submit a completed vacation schedule to the Chief's office no later than January 1 of each calendar year for the upcoming year.

207.05 RESTRICTED WORK (Light Duty)

Light duty guidelines are defined in City Personnel Manual section 2. Sworn personnel on light duty will not wear the department uniform nor will they be allowed to work secondary employment until they are returned to full duty.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is fluid and cursive, with a large loop at the end.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

AIDS
Contagious Disease
Custody Procedures
Decontamination
High Risk Exposure
HIV
Infectious Disease
Personal Protective Equipment

SAFETY AND SECURITY

(CONTAGIOUS DISEASES)

208.00 PURPOSE

- A. The purpose of this General Order is to provide education and establish guidelines and procedures to be followed when a department member comes into contact with AIDS, Hepatitis "B," or any communicable (contagious) disease.
- B. It is the policy of this department to provide employees with necessary education, training and protective barrier equipment to accomplish high-risk tasks with a maximum of safety.

Exposure to contagious diseases is a risk in any work place. In law enforcement, however, the risk of contracting a serious or life threatening disease is greatly increased. It is vitally important that all members of the department be knowledgeable of the risks and the precautions that must be taken to minimize exposure. This order has been prepared using information and recommendations established by the Center for Disease Control.

- C. Employees are always responsible for treating people fairly and humanely. When handling or assisting persons with medical afflictions, employees bear the additional responsibility of being especially sensitive towards the person's medical condition and to treat the person with the same dignity reserved for all people with whom we have contact.

208.01 "AT RISK" EMPLOYEES-CONTAGIOUS DISEASES

All commissioned officers or those employees who can reasonably anticipate as a result of job performance to come into contact with blood and other potentially infectious materials are designated as "at risk" employees for contagious diseases.

208.02 DEFINITIONS

A. BLOOD – means human blood, human blood components, and products made from human blood.

B. BLOOD BORNE PATHOGENS – Disease causing microorganisms or viruses found in human blood including, but not limited to, HIV and HBV.

C. CONTAMINATED – means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

D. DECONTAMINATION – the use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

E. HIV – human immunodeficiency virus.

F. HBV – hepatitis B virus.

G. POTENTIALLY INFECTIOUS MATERIAL – means urine, feces, blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva containing blood, any body fluid that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ (other than intact skin) from a human being (living or dead).

H. PARENTERAL – means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

I. PERSONAL PROTECTIVE EQUIPMENT – Includes, but is not limited to, latex or equivalent gloves, clear plastic safety glasses, face masks, and boot/shoe coverings.

J. UNIVERSAL PRECAUTIONS – is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

208.03 PROCEDURES

A. General Precautions:

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All human blood and other potentially infectious materials shall be treated as if known to be infectious for HIV, HBV, or other disease.

2. Employees have a responsibility to take all precautions necessary to maintain their own health and safety. Employees shall be familiar with the Personal Protective Equipment that is available and shall utilize such equipment as needed.

3. Eating, drinking, smoking, handling contact lenses, or applying cosmetics or lip balm is prohibited at scenes where the potential for exposure to blood borne pathogens or other infectious materials exists.

B. Standards Personal Protection Equipment

Personal Protective Equipment (PPE) provides a barrier designed to protect the employee from contact with blood or other potentially infectious materials. Latex gloves shall be worn any time there is the possibility of contact with potentially infectious material. Additionally, the employee has available a respirator (fire department), coveralls, safety glasses, mask, and boot/shoe covers for more severe incidents to be used at their discretion. These precautions conform to Level C of OSHA standards.

C. Personal Protection Equipment Supplies:

1. The Commander of Field Operations shall ensure that adequate supplies are available for communicable disease control.

2. The Commander of Field Operations or his designee will be responsible for the inventory of supplies for communicable disease control, and will also initiate re-ordering procedures before supplies become depleted. Shift Commanders are responsible for ensuring dissemination of these supplies to all personnel.

3. Officers using supplies stored in Department "First Aid Kits" are responsible for reporting their use to their supervisor and replacing them. Supervisors will be notified via Department e-mail, entitled "First Aid Kit Usage", on the same day of use. Vehicle supplies will include:

- a. Disposable gloves,
- b. Disposable masks,
- c. Safety glasses,
- d. Boot/shoe covers,
- e. Instant hand sanitizer,
- f. Sealable "Bio Hazard" Bags,

g. CPR Mask

4. Supplies available to officers handling arrestees in the police station will include:

a. Disposable gloves,

b. Disposable masks,

c. Safety glasses,

d. Boot/shoe covers,

e. Sealable "Bio Hazard" bags,

f. Liquid germicidal cleaner,

g. Instant hand sanitizer,

h. CPR Mask.

208.04 HEALTH PROTECTION-CUSTODY PROCEDURES

- A. Since medical history and/or examination cannot reliably identify all persons infected with HIV or blood borne pathogens, blood and body fluid precautions should be consistently used. This approach is recommended by the Centers for Disease Control and Prevention and is known as Universal Precautions.
- B. Disposable gloves shall be worn whenever handling any persons, clothing, or equipment with bodily fluids on them.
- C. Extreme caution is to be used during the search of homes, vehicles and persons of suspected drug users. This will help prevent accidental skin punctures. Extreme caution must also be used when reaching into areas that are not visible such as pockets, waist bands, shoes, etc.
- D. After the completion of a task or search where disposable gloves were used, and there is a possible exposure to potentially infectious material, they are to be removed with caution, placed in a "Bio Hazard" bag and securely sealed. The officer shall then place the sealed bag into a designated "Contaminated Item" receptacle located at either Ferguson Fire House.
- E. Whenever it is necessary to transport a subject who has blood or bodily fluids present on his person or clothing or a subject that spits, the supervisor shall be notified. If

necessary, an ambulance should be summoned to transport the subject to a health care facility.

- F. Subjects with blood or bodily fluids present on their persons should be transported separately from other subjects.
- G. Officers have an obligation to inform other support personnel (fire fighters, paramedics, etc.) whenever change of transfer or custody occurs and the subject has blood or bodily fluids present on his person, or if the subject has made a voluntary statement that he has a communicable disease.
- H. Subjects taken into custody with blood or bodily fluids on their person shall be taken directly to and place in a designated holding cell for processing. An "Isolated Area-Do Not Enter" sign shall be posted.
- I. Officers responding to a call where a complainant is alleging that he/she has been intentionally infected with a communicable disease shall request a supervisor to respond to the scene.

208.05 HEALTH PROTECTION-VEHICLE AND EQUIPMENT MAINTENANCE

- A. Disinfection procedures shall be initiated as soon as practical when a police vehicle requires maintenance after blood or other bodily fluid discharges.
- B. A supervisor will be notified to oversee the decontamination of the vehicle.
- C. Police personnel will implement disinfection procedures where appropriate.
- D. Recommended disinfection procedures are as follows:
 - 1. Affected vehicles shall be designated by the posting of an "Infectious Disease Contamination" sign while awaiting disinfection.
 - 2. Protective disposable gloves, safety glasses, and a mask will be worn during all phases of disinfection. Personnel are to make certain the gloves are not torn before they attempt to begin any phase of the disinfection process.
 - 3. Officers shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding excess fluid.
 - 4. A broad-spectrum activity virucidal-germicidal solution, such as one-part household bleach to ten parts water shall be prepared according to the prescribed standard. The affected area shall be cleansed with the virucidal-germicidal solution and allowed to air dry for ten (10) minutes.

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5. All disposable contaminated cleaning items shall be placed in "Bio Hazard" bags and placed in the designated "Contaminated Item" receptacle located at the Fire Department.

6. If the clear plastic safety glasses provided in Department first aid kits are possibly exposed to potentially infectious material, they will be disinfected as described Section 208.05, D, 4.

7. Under normal circumstance disinfections procedures will be initiated by the City of Ferguson Municipal Garage. Notification will be made by inter-department e-mail as to the circumstances, location and security of the vehicle.

208.06 HEALTH PROTECTION-HANDLING OF PROPERTY AND EVIDENCE

- A. Evidence containing suspected blood or other bodily fluids is to handled with gloves.
- B. Always wash thoroughly with soap and water after handling any item suspected of being contaminated with blood or other bodily fluids. Wash even if you have worn gloves.
- C. Persons working in areas for extended periods of time where blood or other bodily fluids have been shed (for example, crime scene personnel working for protracted periods of time at homicide scenes) are to wear anti-contamination clothing such as suits, masks, boot covers, and gloves.
- D. Evidence personnel will adhere to a precise regimen when handling, processing, and storing potentially infectious disease-contaminated evidence/property.
- E. Any clothing or evidence known to be contaminated with suspected Biohazard, HIV, Hepatitis B, or other Communicable diseases will be placed in a specified area and clearly labeled. The label will indicate "Known HIV," "Possible Hepatitis B," etc.
- F. All bloody clothing evidence will be treated as if it is contaminated.
- G. All bloody clothing or evidence, and sacks containing the clothing or evidence, will be handled with protective disposable gloves.
- H. Any clothing known or suspected to be contaminated with any communicable disease, bloody or not, will be handled by evidence personnel only after those persons are wearing protective disposables gloves.
- I. Employees shall wash their hands thoroughly with germicidal soap after handling any possible contaminated clothing or evidence.
- J. All property for disposal will be disposed of in accordance with established procedures for this type waste.

208.07 LINE-OF-DUTY EXPOSEURE

- A. In case of a High-Risk exposure, the officer shall notify their supervisor immediately and respond to the City's designated Worker's Compensation medical provider. The effectiveness of treatment is reduced after two hours, and becomes almost ineffective after 24 hours.
- B. An attempt should be made to obtain consent from the subject to be tested for communicable disease at the City's expense. If the subject refuses consent, such refusal shall be documented in the original report.
- C. If facts exist which would indicate that the source subject is HIV positive, such as statements made by that subject or a family member, and consent for HIV testing is refused, a search warrant should be executed upon the individual to obtain a blood sample for HIV testing.
- D. Examples of high-risk exposure are:
 - 1. The handling of bloody or wet items, where scratches, cuts or open sores are noticed on the area of contact.
 - 2. Direct contact with bodily fluids from a subject on an area where there is an open sore or cut.
 - 3. Direct mouth-to-mouth resuscitation (CPR).
 - 4. The receiving of a cut or puncture wound as a result of searching or arresting a subject.
- E. In case of a Low Risk exposure, or if the degree of exposure is unknown, the officer shall notify their supervisor as soon as practical. The officer may respond to the City's designated Worker's Compensation medical provider for evaluation if s/he so desires.
- F. In all cases of high risk and low risk exposure the officer's supervisor shall complete an "On Duty Injury" Report. These will be forwarded through the chain of command to the Chief of Police.
- G. Cleaning of Police Uniforms
 - 1. The normal dry cleaning process will effectively decontaminate clothing, as the heat and solvents used will destroy pathogens. In cases of gross contamination, it is preferable that as much of the material as possible be removed prior to the dry cleaning. The contaminated clothing should be bagged and the dry cleaner informed of the material on the clothing.

2. Synthetic leather belts and accessories may be decontaminated with an appropriate disinfectant, or with a solution of 50 parts water and 1 part bleach. Genuine leather belts, gloves, and accessories cannot be effectively decontaminated and should be disposed of as contaminated waste in the Contaminated Item receptacle located at the Fire Department.

3. Officers will direct a memorandum through the chain of command to the Commander of the Division of Field Operations for replacement of Department issued items. Personal property will be replaced at the officer's expense. The memo should include the circumstances by which the property became contaminated.

H. Laundering or Dry Cleaning

1. Wear gloves when handling contaminated items.

2. Use a solution of 3% hydrogen peroxide to remove blood stains from clothing. Soaking the contaminated clothing in such a solution for a few minutes readily removes stains.

3. Launder washable clothing in a washing machine using hot temperature settings and regular detergent. As a precaution contaminated clothing should not be laundered with other clothing.

208.08 RECORD KEEPING/CONFIDENTIALITY OF INFORMATION:

A. Employees must balance the need of fellow members to have knowledge of individuals known to be infected with communicable diseases and the right to privacy of the infected person. Accordingly, the following procedures will be followed:

1. Under no circumstances shall specific information concerning communicable diseases be broadcast on the police radio. If the dispatcher has information that the subject is infected (i.e. arrest records), h/she will alert the responding officer(s) of a possible dangerous disease type call.

2. If the officer discovers such a situation subsequent to arrival at a scene, he shall likewise indicate to the dispatcher that he is involved with a dangerous disease type call.

3. Arrest records shall indicate the presence of a dangerous disease.

4. All employees are cautioned that any information concerning communicable disease is confidential. Public disclosure shall only be made in the following circumstances:

November 30, 2011

- a. Public employees of other agencies, departments, or political subdivisions who need to know to perform their public duties.
- b. Peace officers, as defined in section 590.010 RSMo, the Attorney General or any assistant attorneys general acting on his/her behalf, as defined in chapter 27 RSMo, and prosecuting attorneys as defined in chapter 56 RSMo, and pursuant to a court order as provided in section 191.657 RSMo.
- c. Health care personnel working directly with the infected individual who have a reasonable need to know for the purpose of providing direct patient health care.
- d. The victim of any sexual offense defined in chapter 566 RSMo, which includes sexual intercourse as an element of the crime.
- e. Other persons pursuant to written authorization of the subject of the test results or information.

208.09 INFECTIOUS DISEASE TRAINING

The Commander of Division of Field Operations shall be responsible for disseminating updated information concerning infectious diseases and coordinating additional in-service training dealing with this subject material.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in black ink and is positioned below the text "By order of:".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 18.1, 18.2, 18.3

CONTAMINATED

CONTAMINATED

CONTAMINATED

ISOLATED AREA

DO NOT ENTER

DO NOT ENTER

CONTAMINATED

COMPTON

December 12, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Administrative Transfers

Specialized Assignments

Transfers

TRANSFERS**209.00 Policy**

With the possible exception of the Chief of Police or Division Commander, the Ferguson Police Department shall fill vacant positions within the Department, including specialized assignments, through promotion and/or transfer. Vacancies will be filled without regard to race, creed, religion, disability, color, sex, national origin, age, marital status, political opinion, sexual orientation, or familial status.

209.01 Procedure

A. The Department shall post anticipated openings for internal vacant positions and specialized assignments (non-patrol) throughout the Department and fill positions through a pre-announced selection process to include but not limited to:

1. Submission of a memorandum to the Chief of Police stating relevant experience, knowledge and abilities or skills;
2. Written recommendation from immediate supervisor and or commander;
3. Final selection and determination by the Chief.

209.02 Administrative Transfers

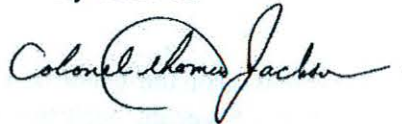
- A. Administrative transfers may be made for a variety of reasons, including but not limited to: manpower shortages, light duty, disciplinary actions, job performance, and expertise.
- B. The Chief of Police maintains the authority to assign, reassign, or transfer any member to such duties or Organizational components as he believes best serves the interests of the member, the Department and the Community.
- C. At no time will this policy interfere with the prerogative of the Chief of Police to transfer permanently or temporarily any member when it is deemed necessary. Involuntary transfers are not subject to appeal.

December 12, 2011

209.03 Approval of Transfers

The Chief of Police will be responsible for the approval of transfer requests. If he approves a request, he will then forward the information to the appropriate Commander to be processed.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", with a stylized flourish at the end.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 14.2

June 30, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Compensation
Employee Benefits
Leave (Types of)
Uniforms/Equipment
Medical Examinations
Physical Fitness
Secondary Employment

COMPENSATION AND BENEFITS

210.00 PURPOSE

The City of Ferguson offers a wide range of benefits for full time employees. Officers may also elect to enroll dependents for medical and dental insurance coverage.

210.01 COMPENSATION

A. Compensation

The City Manager shall maintain the City's Classification and Pay Plan adopted by the City Council, recommend appropriate amendments thereto as the need arises, and recommend to the Council at or prior to submission of each annual budget whether the rate of pay contained in the pay plan and the compensation of employees not covered by the pay plan should remain unchanged, be increased or be decreased for the next fiscal year, all to the end that all positions in the City service requiring similar qualifications and having similar duties and responsibilities are equally compensated.

All positions covered by the Classification and Pay Plan shall be assigned a Classification Plan Grade Number by the City Council.

The compensation of paid emergency, seasonal, temporary and part-time personnel not covered by the Pay Plan and whose compensation has not been specifically set by the Council is to be established as the rate of pay prevalent in the area for the type of work performed at the time the work is performed, as determined by the City Manager.

A new employee of the City shall be paid the beginning rate shown in the schedule allocated to his class of employment. At the request of the Department Head under whom the employee shall work, and with the approval of the City Manager, a new employee may be placed at a higher rate of pay depending upon the employee's qualifications and the availability of budgeted funds.

B. Compensation Time

All employees who are declared as non-exempt employees under the Fair Labor Standards Act shall be eligible for compensatory time in lieu of overtime pay when the employee's scheduled work hours exceed his established standard, work period hours.

The City may grant compensatory time off in lieu of overtime pay at the request of the employee, provided that the operations of the City would not be unduly disrupted due to the employee's absence from employment and an individual agreement has been obtained from the employer to pay compensatory time instead of overtime.

Employees whose work regularly involves public safety, emergency response, or seasonal activities shall be subject to a 480-hour compensatory time accrual limit for FLSA overtime hours.

C. Overtime

1. All non-exempt positions:

a. Positions classified as non-exempt are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Human Resources shall make a determination of exempt status in accordance with the FLSA, with the approval of the City Manager.

b. Overtime pay shall be at 1 ½ times an employee's hourly rate.

c. No employee shall be permitted to work in excess of his normal work schedule except when an emergency exists or overtime work is necessary to carry out normal and essential services of the City. All overtime shall be approved in advance by the employee's supervisor.

d. The City will not pay an employee for any overtime that has not been previously approved by his supervisor.

2. Non-exempt, non-shift positions;

a. Non-exempt, non-shift employees in full-time positions shall be paid overtime for any hours worked beyond their normal 40-hour workweek schedule.

b. Non-exempt employees in part-time and temporary/seasonal positions shall be paid overtime for any hours worked over 40 hours in a workweek.

3. Non-exempt, shift positions:

June 30, 2011

a. For the Police Department, overtime is all hours worked in excess of their regular scheduled hours in a two week pay period.

b. Departments may develop separate administrative policies to be approved by the City Manager outlining departmental pay practices for shift employees, including overtime. In general, non-exempt, shift employees shall be paid overtime for any hours worked beyond those scheduled as part of their normal work period.

D. Residency Requirements

1. The City of Ferguson offers residency incentive pay to employees who have established permanent family living quarters at an address within the corporate limits of the City.

2. The certification requires the employee to be a full-time or permanent part-time employee scheduled to work 20 hours per week or more. Full-time employees may receive \$100 per month incentive pay and permanent part-time employees may receive \$50 per month incentive pay upon approval.

E. College Enhancements.

1. Tuition reimbursement may be granted for educational courses not to exceed nine credit hours per fiscal year, which could lead to an Associate or higher degree in the employee's field of duties.

2. Reimbursement will be granted in the amount of fifty percent (50%) for each course in which the employee attains a grade of "C" and in the amount of one hundred percent (100%) for each course completed in which the employee attains a grade of "B" or above.

210.02 BENEFITS

A. Group Medical and Dental Insurance

All full-time employees are eligible for group medical and dental insurance with the City of Ferguson's Plan. Temporary and permanent part-time employees are not eligible. Benefits begin on the first day of the next month following the employee's starting day with the City.

B. Life Insurance

A Group Life Insurance Plan is provided by the City to give basic protection to all full-time employees. Temporary seasonal and permanent part-time employees are not eligible. Employees also have a choice of two optional life insurance plans. The

optional Group Policies are available on the date the employee begins employment with the City of Ferguson.

C. Worker's Compensation

It is the policy of the City to provide City employees with injury compensation payments in compliance with the Worker's Compensation Laws of the State of Missouri. On-the-job injuries and work-related illnesses that are compensable under the law are covered by this policy.

D. Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a professional and confidential counseling service for employee and family members paid for by the City of Ferguson. The EAP is administered through a private firm specializing in Employee Assistance Programs. The firm does not divulge information about employees who use the program and an employee who wishes to share information must sign a release of information to allow that process to occur.

210.03 LEAVE

A. Administrative Leave

1. Employees who are not covered by the Fair Labor Standards Act for overtime pay or compensatory time may request administrative leave. Administrative leave will be granted in recognition of the additional time required (evening meetings, occasional weekend work) for a management employee to properly execute his job. Duties must be performed in excess of 40 hours per week before eligibility for administrative leave granted shall be at the sole discretion of the City Manager.

2. There is no accrual of administrative leave.

3. Requests for administrative leave must be made to the City Manager. All decisions in that regard will be at his discretion. No leave request form shall be required.

B. Holiday Leave

The City observes nine (9) official holidays throughout the year:

1. New Year's Day;
2. Martin Luther King's Birthday;
3. Memorial Day;
4. Independence Day;
5. Labor Day;
6. Veterans Day;

7. Thanksgiving Day;
8. Day after Thanksgiving;
9. Christmas Day.

C. Sick Leave

1. Eligible employees shall earn sick leave time at the rate of 3.84615% of their regular scheduled annual work hours. Sick leave may not be used until after completion of the first 90 days of service.
2. Sick leave is designed to allow for time off during personal illness or injury of the employee or to care for an immediate family member.
3. If an employee does not take the full amount of sick leave allowed in any calendar year, the amount not taken may be accumulated until a maximum of six (6) calendar months have been accrued (1,040 hours/130 days or 1,456 hours/60 24-hours shifts for fire personnel). Beyond this maximum amount, no additional sick leave will accrue.
4. Sick leave may be used under the following conditions:
 - a. personal illness
 - b. illness of immediate family member – defined as spouse and child(ren) only for the purpose of this section
 - c. physical or psychological incapacity
 - d. enforced quarantine of the employee in accordance with State Health Department regulations

D. Vacation Leave

1. An employee must successfully complete his initial performance evaluation period and six (6) months of continuous service from his date of hire before vacation leave may be utilized. Vacation leave will be earned during this initial six-month period, but may not be taken. An employee who starts at a point in the year where he will not be able to complete the six-month period before the end of the calendar year shall be able to automatically carry over any earned vacation which was accrued during the six month period. All vacation which is carried over must be used during the following calendar year.
2. Annual vacations are determined by length of service and are credited as follows:
 - a. for employees hired after January 1 but before March 31, the employee will earn 5 days of vacation for the year (s)he was hired
 - b. for employees hired after April 1 but before June 30, the employee will earn 4 days of vacation for the year (s)he was hired

June 30, 2011

- c. for employees hired after July 1 but before September 30, the employee will earn 3 days of vacation for the year (s)he was hired
- d. for employees hired after October 1 but before December 31, the employee will earn 1 day of vacation for the year (s)he was hired

3. After the end of the calendar year in which the employee is hired, all full time employees who have completed their initial performance evaluation period shall be allowed vacation leave with pay to be utilized the following year at the rate of:

- a. two calendar weeks per year for employees with less than five (5) years of continuous service
- b. three calendar weeks per year for employees with 5-9 continuous years of service or more
- c. four calendar weeks per year for employees with 10-19 years of continuous service or more
- d. five calendar weeks per year for employees with 20+ years of continuous service or more

4. Eligibility for the added week of vacation provided at 5, 10 and 20 years depends upon having completed the 5th, 10th and 20th years of service prior to March 31. A calendar week of vacation is equal to 40 hours for employees working a basic 40-hour week.

E. Military Leave

1. Employees who serve in the uniform services of the United States will be granted a military leave of absence for a cumulative period of up to five (5) years, pursuant to Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

2. For all periods of military service during which employees are engaged in the performance of duty in the service of the State of Missouri at the call of the Governor and as ordered by the Adjutant General, the leave period without pay shall be indefinite.

3. Total combined paid leave for temporary annual training periods and emergency active duty periods shall not exceed 120 hours in a federal fiscal year (October 1-September 30).

4. Seniority and benefits based on seniority, such as pension, shall continue to accrue during the period of military leave.

5. Complete details regarding Military Leave may be found in the City of Ferguson's Personnel Rules and Regulations published 2009.

F. Emergency Leave (Leave without Pay)

1. A leave of absence is an extended period of time when an employee is absent from work without loss of employment. A written request for a leave of absence, providing full explanation of circumstances should be presented to the employee's immediate supervisor at least two (2) working weeks before the start date of the leave of absence. Failure to report to work on the first day after the expiration of the leave of absence, without approval, will be considered a voluntary termination of employment by the employee.

2. During the first 30 days of a leave of absence, the City shall continue to pay its portion of the insurance premiums; however the employee must pay the City in advance for his co-pay for insurance premiums. These payments must be made by the fifth day of the month during which time the employee is on an unpaid leave of absence. After the first 30 days of a leave of absence, city paid benefits will be discontinued. However, the employee may elect to continue to pay the City in advance for the continuation of insurance. Sick leave and vacation benefits will not accrue during such a leave of absence.

3. Leave without pay will only be approved after all personal holiday, vacation, and compensatory time leave balances, as well as sick leave balances (if relevant to the specific situation) are exhausted and only if department staffing permits.

4. At the expiration of the leave without pay, the employee may be reinstated to the position he vacated or to any other in the same class depending on availability and any relevant laws. During the employee's absence, his position may be filled.

5. Benefits Available: no employee sick or vacation leave will accrue during a leave without pay that extends through one (1) complete payroll period. Additionally, employees will not be paid for holidays that occur during a leave without pay. Approved leave without pay shall not constitute a break in service, subject to the provisions of the benefit plans and insurance policies. Continuation of benefits shall be determined by the City Manager, subject to the limitations of the insurance policies, on a case by case basis.

G. Funeral Leave

1. Depending on required travel, extent of family responsibility, and other circumstances, up to three (3) days of leave with pay may be granted to full-time employees to attend the funeral of an immediate family member. The number of paid days off merited by the circumstances shall be the decision of the Department Head.

2. "Immediate family" is defined as: father, mother, step father, step mother, sister, brother, step brother, step sister, spouse, child, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren and domestic partner.

H. Voting Leave

1. The City of Ferguson encourages its employees to vote. Therefore, adequate time off if possible will be allowed an employee during the workday to exercise this right. If the employee otherwise will be unable to vote, he may wish to inquire of his Registrar of Voters about the possibility of voting by absentee ballot.
2. In accordance with State law, the City of Ferguson allows any person entitled to vote at any election in Missouri up to three hours of paid time off to vote. Generally, said leave shall not exceed one hour of paid time off for each Election Day.
3. An employee must request this accommodation prior to Election Day.
4. Paid time off to vote is not provided if the polls are open for three successive hours when the employee is not at work.
5. Employees exercising their rights under this policy will not be subject to any threat of discharge, penalty or discipline.

I. Personal Leave

1. All eligible employees who have completed their initial performance evaluation period may take two (2) days off with pay per year, which may be selected by the employee with the prior approval of the Department Head. Each day will be known as a "Personal Leave Day". However, the following employees shall not be entitled to personal leave:

- a. any employee working a basic 40 hours work week who used more than 64 hours of sick leave during the preceding calendar year
- b. any shift duty Police personnel who used more than 67 hours of sick leave during the preceding calendar year

2. Personal leave must be used within the same calendar year in which it was awarded. This includes the standard two (2) days plus any additional personal leave earned based upon sick leave usage. No carryover of unused personal leave will be allowed under any circumstances.

J. Additional Personal Leave Based on Sick Leave Usage

1. All employees eligible for vacation leave who have completed at least one full year of employment with the City of Ferguson shall be allowed additional paid personal leave based on the employee's sick leave usage during the preceding calendar year, according to the following scale:

Employee Classification	Sick Leave Hours Taken in	Additional Personal
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June 30, 2011

	Preceding Calendar Year	Leave Earned
40-Hour Employees	0	24 hours
	1-24	16 hours
	25-40	8 hours

2. Additional personal leave earned at the rates described above will be made available to the employee as of January 1 the following year.

210.04 UNIFORMS/EQUIPMENT

For information on Uniforms and Equipment see *G.O. 214.00 Uniforms and Appearance*.

210.05 MEDICAL EXAMINATIONS

A. Drug and Alcohol Requirements – The City of Ferguson has the public trust to provide a variety of services to the community in the most efficient manner possible. The City has an obligation to ensure public safety and to provide a safe working environment for all employees. In order to achieve these goals, it is imperative that the City ensures that all employees are able to perform their job duties safely. One requirement for employment is that an employee be free from drug and alcohol dependence and illegal drug use. The objectives of this policy are to:

1. help ensure an employee's fitness for duty as a condition of employment
2. inform applicants that drug testing is a requirement of City employment and inform employees that drug testing may be a requirement of continued employment.
3. inform employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace
4. ensure drug tests are ordered as a result of reasonable suspicion by supervisory personnel and based on observed behavior or work performance, or are ordered as a result of other requirements set out in the Omnibus Transportation Employee Testing Act of 1991, Public Law 102-143, Title V, and amendments thereto.

The City has an Employee Assistance Program (EAP) in place, which can help current full-time and part-time employees and their eligible dependents in dealing with alcohol and substance abuse problems.

Complete details regarding "Drug and Alcohol Requirements" will be found in the City of Ferguson's Personnel Rules and Regulations, October 2009.

B. Final Candidate Selection – The individual who most closely meets all the position requirements and the needs of the City will be selected as the final candidate for employment. Final candidates selected for all full-time regular positions and most permanent part-time positions will be issued a conditional offer of employment from Human Resources after consultation with the City Manager's Office. The conditional

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offer of employment will be made with the clear understanding that the final candidate will be hired if he passes the remaining designated tests/evaluations satisfactorily which may include Drug and Alcohol Testing, Physical Exam and a Psychological Exam.

All cost associated with the procedures requested by the City are the responsibility of the City, unless otherwise stipulated.

Complete details regarding "Final Candidate Selection" and the physical examinations surrounding the "Conditional Offer of Employment" will be found in the City of Ferguson's Personnel Rules and Regulations, October 2009.

210.06 SECONDARY EMPLOYMENT

- A. Employees of the City may hold an outside job if, in the opinion of the City Manager in consultation with the appropriate Department Head, there is no conflict with working hours, there is no conflict of interest, and the employee's job performance will not be adversely affected. All outside jobs greater than 20 hours must be pre-approved in writing by the Department Head and the City Manager in order to ensure that these conditions are met. Department Heads may further restrict outside employment due to the needs and interests of their respective departments.
- B. No employee shall use his City position for personal gain, or use any City records or information for or in connection with anything other than City employment. No aspect of the outside employment shall be performed on City time, on City premises, or while the employee is on a medical leave of absence from the City. No employee is allowed to perform outside employment in his City uniform, or with the use of any City equipment.
- C. Any injury or illness sustained in the course of outside employment will not be covered by the City's Workers' Compensation policy. It will be the judgment of the City's third party administrator for Workers' Compensation whether such injury or illness will be covered by the City's policy or referred to the outside employer as a Workers' Compensation case.
- D. Police officers performing off-duty services shall be governed by the procedures for outside employment established by the Chief of Police and approved by the City Manager.
- E. If an outside job adversely affects performance of the employee's City job, the Department Head may require the employee to take whatever action is deemed necessary to eliminate further interference. In addition, depending on the situation, the employee may be subject to disciplinary action.
- F. For additional information see *G.O. 227.00 entitled Secondary Employment*.

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For additional details concerning COMPENSATION AND BENEFITS, see City of Ferguson "Personnel Rules and Regulations" October 2009.

210.07 PHYSICAL FITNESS

Law enforcement work requires a certain level of fitness. The performance of certain essential job functions, while perhaps infrequent, may be critical. The level of fitness required to perform those functions is affected by exercise, diet, tobacco usage, substance abuse, stress management and weight control. Officers are encouraged to exercise and obtain physical exams regularly.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written in a cursive style.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7,

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Limited Duty
Light Duty

LIMITED DUTY

211.00 PURPOSE

The purpose of this General Order is to establish a limited duty policy for those employees on disability leave due to an on-duty injury/illness/condition. Although a limited duty policy may cause the Department to make staffing adjustments, it is felt that in most cases, limited duty is therapeutic and can speed an employee's recovery. It allows an employee to maintain basic skills and/or learn new skills and enables the Department to utilize an employee in a useful role during convalescence.

211.01 POLICY

It shall be the policy of this Department to provide, when reasonably feasible, a limited duty assignment for any full-time employee on disability. The City cannot guarantee the availability of a light duty assignment. Granting Light duty is at the sole discretion of the City.

211.02 PROCEDURE

- A. A limited duty assignment shall be considered temporary and shall not extend past the time frames set forth in the order, unless so designated by the Chief of Police.
- B. While on limited duty, employees shall maintain the pay grade assigned to their normal full-duty assignment.
- C. If commissioned employees are placed on limited duty status, they will continue to wear the Department uniform unless otherwise direct by the Commander of Field Operations.
 - 1. Unless physically unable to do so, officers, restricted to civilian attire shall be permitted to carry their weapon(s) and Department-issued badge, concealed, both on and off duty.
 - 2. No employee so authorized shall initiate any police action unless a life-threatening situation exists and no reasonable alternative course of action exists.

December 15, 2012

D. Employees may not work secondary employment where police powers are necessary while on limited duty and must abide by the same restrictions and limitations as their limited duty assignment.

E. Limited Duty Assignments

1. The employee will be expected to return to work immediately upon written release from the physician. If the previous position is not available, the supervisor will work with the physician to return the employee to another position that the physician approves. Reasonable accommodations will be made for a partially disabled employee. Every reasonable effort will be made to keep the injured or ill employee's job open during the approved leave, but the job is not guaranteed.

2. If necessary, the supervisor may attempt to locate a "light duty" position in the same or another department for the employee. Granting light duty is at the sole discretion of the City.

3. An employee on light duty assignment will return to the physician on a schedule determined by the physician for evaluation for return to regular duty.

4. An employee who objects to the return-to-work program recommended by the physician/supervisor team may appeal to his department head for consideration of a different assignment. An employee who refuses to cooperate with the prescribed return-to-work or light duty program at that point may be subject to disciplinary action, up to and including termination.

F. Employees Returning to Full-Duty Status.

Prior to returning to full-duty status, employees shall provide to the Chief of Police a "Release" from their attending physician indicating that they have recovered from their illness/injury/condition and are capable of performing all the duties of their permanent duty position.

For additional information on "Light Duty" see City of Ferguson *"Personnel Rules and Regulations October 2009"*.

By order of:



Distribution
All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police

MPCCF Reference 11.3

December 31, 2012

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Promotional Process

Promotional Probation

PROMOTIONS

212.00 PURPOSE

The purpose of this policy is to establish the promotional process and eligibility requirements for advancement in rank to the position of Sergeant, Lieutenant and Captain of Police.

212.01 PROCEDURE – SERGEANT AND LIEUTENANT

- A. When a position for Sergeant or Lieutenant of Police becomes available, a written announcement of the promotional process to employees and others will be posted and delivered through P.A.S.S.
- B. The written announcement of the vacant position will describe the duties and responsibilities.
- C. All candidates will receive a schedule of dates, times and locations of all elements of the testing process at the conclusion of the announcement period (closing date).
- D. The Commander of the Division of Field Operations and the Director of Human Resources will coordinate to complete the testing process.
- E. The testing for all candidates for Sergeant and Lieutenant will consist of the following:

Step 1 - Written Examination

The written examination will be purchased from a national testing service, tailored to the particular rank the candidates are competing for, and administered by the Human Resource Director for the City of Ferguson. All candidates will advance to the next step of the promotional process.

Step 2 – Citizen Oral Interview Board

This step will consist of an oral interview board composed of at least three citizens. The individuals selected for this board will have demonstrated interest in law enforcement, community service and will be reflective of the

December 31, 2012

Ferguson residential, academic and business community. This citizen oral board will be asked to place the candidates in one of three categories.

- A. Should Be Highly Considered For Advancement
- B. Should Be Considered for Advancement
- C. Would Not Recommend For advancement at This Time

There will be no scores assigned to the candidates at this time and all candidates will remain in the process and proceed to the next step.

Step 3 – Law Enforcement Oral Board

This board will consist of three law enforcement officers from other agencies, all of greater rank than the candidate.

The law enforcement oral board will be asked to rank the candidates in one of two categories.

- A. Should Be Considered For Advancement
- B. Would Not Recommend For Advancement at This Time

There will be no scores assigned to the candidate at this time, however any candidate ranked “Would Not Recommend for Advancement at This Time” by both oral boards will no longer remain in the process.

Step 4 – Problem Solving Exercise

The problem solving exercise will consist of written response to a question on a supervision or command issue, whatever is appropriate for the rank being tested. The exercise will be done by an outside consultant, who will not know the identity of the respondents and the question will be delivered to the candidates in sealed envelopes. The question will be the same for all candidates. The Consultant will critique the answers and rank the candidates accordingly.

Upon completion of the process the following scores will be assigned to the various steps.

Step 1 – Written Examination

Top 1/3 = 5 points

Middle 1/3 = 3 points

Lower 1/3 = 1 point

Step 2 – Citizen Oral Board

Category A = 5 points

Category B = 3 points

Category C = 1 point

Step 3 – Law Enforcement Board

Category A – 5 points

Category B = 1 point

In addition to the score obtained in the process, each candidate will receive 1 point for each five (5) years of service with the Ferguson Police Department and 1 point for each year of college they have completed up to a maximum of 5 points.

The candidates with the highest scores will then be interviewed by the Chief of Police. This interview will consist of, but not be limited to, a review of the candidates past performance and future aspirations. Upon conclusion of this interview, the Chief will recommend to the City Manager the candidate(s) for promotion.

212.02 PROCEDURE- CAPTAIN

Position openings for the rank of Captain will be filled by appointment. The Chief of Police will make his appointment, upon approval of the City Manager, from the list of those officers who have completed a minimum of one year at the rank of Lieutenant.

212.03 ELIGIBILITY

For all ranks the candidate must have completed five years of service with the Ferguson Police Department and a minimum of one year of service at the next lower rank.

212.04 PROBATIONARY PERIOD

The probationary period for all classified employees shall commence immediately upon promotion and shall continue for a period of one (1) year.

By order of:

A handwritten signature in cursive script, appearing to read "Colonel Thomas Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 13.1

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Appearance, Personal
Badge
Body Armor
Equipment, Loss
Hair
Rank Insignia
Uniforms
Uniforms, Personal use
Uniforms, Seasonal Change

UNIFORMS, EQUIPMENT AND APPEARANCE

214.00 PURPOSE

The purpose of this General Order is to establish policy and procedure concerning the issuance, wearing, replacement and specifications for uniform and equipment items as well as personal grooming standards for employees.

214.01 GENERAL POLICY

- A. All police officers, except as noted, will wear the regulation uniform while on duty. It is the policy of the Department to supply and replace the required uniforms and equipment, as well as regulate the appearance of uniformed employees.
- B. When the uniform is worn, whether on or off duty, it shall be worn with all appropriate equipment. Supervisors shall ensure that uniformed employees comply with this Order through periodic inspections to be conducted at the discretion of the supervisor. While off duty performing a non-police function, the approved uniform may be worn when approval is received from the Chief. Items of uniform and equipment shall not be loaned to or borrowed by any person not a member of the Department, unless written permission is obtained from the Chief.
- C. Where a deviation from the regulations in this General Order is required in order to further a police purpose, written permission must be obtained from the respective unit commander. Division and Bureau Commanders, when necessary, may authorize the wearing of clothing other than the uniform for personnel under their command.
- D. The Chief of Police and Bureau Commanders may dress appropriately for their assigned duties. Non-uniformed employees will meet acceptable "business like" standards of dress as established by the chief of police or their Division/Bureau Commanders.

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- E. All items of uniforms and equipment issued by the Department will remain the property of the City of Ferguson and upon separation; the employee shall return all issued duty equipment items. Uniforms will be returned, if in new condition. Shoulder patches must be removed and turned in to the Commander of Field Operations before a uniform shirt; jacket or sweater is removed from service. Equipment must be returned in clean, serviceable condition. If, for any reason, the employee is unable to return items of uniform or equipment, the department shall be reimbursed the replacement cost of the items. The replacement cost shall be the current cost of the item.
- F. The Division of Field Operations Commander shall be responsible for ordering, issuing, storing and replacing the required uniforms and accessories, and will coordinate the issue of the Department I.D. card and the Universal I.D. card through REJIS. The Department Armor shall be responsible for ordering, issuing, storing and replacing lethal weapons and ammunition, and less than lethal weapons - Taser cartridges.

214.02 ISSUE AND APPEARANCE REGULATIONS

- A. This section describes the uniforms, insignias, accessories and equipment issued, including the wearing of such items by employees. Standards for the proper wearing of uniforms will apply to all police officers and uniformed civilian employees of the department.
1. To provide a well-attired appearance, all uniforms are to be kept clean and pressed, with metal items and leather shoes or boots polished. Items issued may not be painted, coated, engraved or altered in any manner.
 2. Personally owned items in lieu of issued items shall conform to specifications adopted by the Department.
 3. Replacement of uniforms, equipment or accessories necessitated by normal use shall be made by the employee utilizing the uniform allowance provided by the City of Ferguson. Uniforms damaged in the line of duty shall be replaced by the City of Ferguson.
- B. Field Uniforms issued
1. Each commissioned officer will be issued the summer and winter uniforms comprised of the following clothing and equipment:
 - Cap frame (1)
 - Cap cover (1)
 - Cap strap (Silver) (1)
 - Cap badge "FERGUSON POLICE" w/ color state seal (1)
 - Cap rain cover (Black or clear) (1)

January 3, 2012

Duty shirt, light blue short sleeve, w/2 emblems (4)
Duty shirt, light blue long sleeve, w/2 emblems (4)
Tie, clip-on, 20" (1)
Duty pants, navy blue w/ Cargo pockets (4)
Shoes or Boots, black leather, \$120 allowance (1 pair)
Cold weather jacket w/ emblems and POLICE reflective pull down flap (1)
Rain coat, 3/4 length ANSI yellow/black reversible (1)
Body armor with two carriers (1)
Body armor tactical carrier (1)
Velcro under belt, nylon or leather (1)
Duty belt, black nylon (1)
Duty holster, Blackhawk level 2, GLOCK (1)
Double magazine pouch, black nylon - GLOCK (1)
Handcuff case, black nylon - ASP (1)
Handcuffs, ASP (1)
OC spray holder, black nylon 6" canister (1)
Baton holder, black nylon 26" ASP baton (1)
Baton, 26" ASP friction lock (1)
Portable radio holder, black nylon (1)
Belt keepers, black nylon (4)
Badge, silver, "OFFICER POLICE FERGUSON MO." w/ color state seal (2)
Name plates, silver, "FIRST INITIAL, LAST NAME" (2)
Whistle, silver (1)
Whistle chain, silver (1)
Whistle cover, white rubber (1)
Flashlight, Stinger w/ AC-DC chargers (1)

2. The following optional items have been authorized for purchase by the officer utilizing his/her uniform allowance, and have been approved for use on duty:

Duty pants, navy blue, without cargo pockets
Sweater, navy blue V-neck, w/ badge and name plate tabs and epaulets
Sweater, navy blue crew neck, w/ badge and name plate tabs and epaulets
Light weight jacket, navy blue, cruiser style, w/ epaulets
Tie tack or tie bar, silver or gold, plain style or law enforcement related
Service stars, silver or gold tone
Awards and decorations as approved by the Chief of Police
Certification pins, CIT, SRO, DARE/GREAT, etc. as approved by the Chief
Blackhawk TASER holster
Key ring, black nylon
Baton/flashlight ring, black nylon
Phone/pager case, black nylon
Gloves, black leather
Stocking cap, black or navy blue, no emblem
Stocking cap, black or navy blue, w/ "POLICE" lettering
Dress jacket, navy blue, Ike style, w/ epaulets

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Gold rank bands for dress jacket (Lt's and above)
Duty leather, w/ accessories, clarino black
Shoes, clarino black
Cap frame, w/ gold braiding (Capt.'s and above)
Gold uniform accessories, including cap and breast badges (Sgts and above)
Gold rank devices, collars and epaulets (Lt's and above)
Chevrons, Sergeants, navy blue and white
Duty shirts, white, long and short sleeve (Lt's and above)

3. The field uniform issue shall be maintained at a minimum quality until separation from employment. Additional items may be issued to employees as required for special duty, i.e. Bicycle Patrol uniforms or Police K-9 uniforms and equipment.

C. Field Uniform Descriptions

1. Shirts: Sergeants and patrol officers shirts will be light blue. Uniformed employees of the rank of lieutenant or above shall wear white shirts with both the summer and winter uniforms. Shirts will be long sleeves, with cuffs buttoned during the winter and short sleeve during the summer.
2. Accoutrements: On both summer and winter uniforms, sergeants and above shall wear gold tone badges, metal hatbands, uniform jacket buttons, and rank insignia.
4. Pants: Pants will be navy blue, polyester wash and wear with straight legs, without cuffs. Dress trousers (without cargo pockets) are to be worn by command rank officers, as well as all other officers at formal or ceremonial occasions. Normal duty pants for DFO patrol officers will be the navy blue cargo pocket style pants.
5. Headgear: Headgear for police officers will be the department issue round service cap with visor accommodating a cap badge. The wearing of the Department cap by uniformed officers is required on special occasions or assignments so designated by the Chief of Police, or Division or Bureau Commanding Officers. The wearing of the cap is optional at all other times. A navy blue or black stocking cap may be worn in very cold weather. The fur trooper cap is authorized to be worn by those who still have one, although no others will be purchased.
6. Neckwear: Ties are required for uniformed personnel when the long sleeve shirt is worn for state court appearances or for formal and special occasions. The tie will be black with the tie having a breakaway feature.
7. Jackets: Light weight jackets and coats will be dark navy blue. The style will be a waist length jacket, Full length front zipper, shoulder epaulets, a badge

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tab above left breast pocket and department patch centered one half inch below the seam on each shoulder. Sergeants will wear white chevrons sewn on below each patch. All exposed buttons will bear the letter "P" and will be silver for police officers and gold for sergeants and above. Heavier winter jackets will follow the same form and style.

8. Rain Gear: Rain gear will consist of a black/ANSI yellow reversible 3/4-length raincoat. Rain cover for the uniform hat will be of black/ANSI yellow reversible, or clear.
9. Footwear: Shoes will be black leather, smooth, highly shined or clarino, without ornamentation. Police officers may wear either low quarter or military style shoes or boots. Trouser legs will be worn on the outside of the boot.
10. Gloves: Gloves will be black leather, lined or unlined. Police officers may be required to wear white cotton dress gloves on special occasions, e.g., parades, funerals, etc.
11. Optional Clothing: Department personnel have the option to wear the navy blue pull over sweater with the long sleeve shirt and tie only. The sweater must have the sewn on shoulder patch if worn. Sergeants must wear the white chevrons below the shoulder patch on the sweater. Unique and specialized uniforms may be worn at the direction of the Chief of Police. Examples are the one-piece jump suit for crime scene investigations, bicycle patrol lightweight shirts, shorts and shoes and lightweight shirts for K-9 officers.
12. Undershirts: If any part of the shirt is visible it must be white or navy blue in color. Dickies, turtle necks or mock turtle necks are not permitted.
13. Department badge and shoulder patch: Uniformed officers will wear the official department badge when in uniform. The official department patch will be worn on both sleeves of all uniform shirts.
14. Tie bar or tie tack: A tie bar or tie tack may be worn with the uniform. The device will be of silver metal for patrolmen and gold metal for sergeants and above. The bar or tack will be plain or if decorated, the decoration will consist of only conservative or police related insignia.
15. Name tag: The name tag will be silver colored metal for patrolmen and gold colored metal for sergeants and above. The nametag will be worn on both the uniform shirt and jacket. The tag will be centered and placed directly over the right breast pocket flap seam with the bottom edge of the tag properly aligned with the top of the seam. The nametag shall consist of the officer's first initial and his last name. Optional: Sewn on name tags are to be worn when bicycle or K-9 uniforms are the assigned uniform.

16. Service stars: Each service star represents five (5) years of full time commissioned police employment in a Federal, State, and County or Municipal law enforcement agency. Time spent in the military, police reserve, part-time police positions, or time employed as a civilian within a police agency is not counted for the purpose of determining how many service stars may be worn. The service stars may be worn above the nametag, centered, with the bottom of the stars aligned 1/4 inch above the top edge of the nametag. Police officers will wear silver metal and sergeants and above will wear gold metal service stars. Wearing service stars is optional for normal duty, but required for formal occasions.
17. Service awards: Awards for valor or meritorious service may be worn on the shirt pocket flap centered on the top seam, under the breast badge, and the bottom of the pocket flap. If an officer has more than one award, the senior award should be worn to the left of the junior award and the awards centered under the breast badge. No more than three awards will be aligned on one row of awards. Subsequent awards will be worn over the first row of awards, again with the most senior award being to the left on the top row. Wearing service awards is optional for normal duty, but required for formal occasions.
18. Other insignia: **One** Certification pin may be worn, 1/4 inch above the service stars, if any. If an employee does not wear a service stars, the certification pin may be worn 1/4 inch above the officer's name tag. If the officer is transferred out of his position (SRO, DARE/GREAT) or lets his certification laps, (CIT, ASP Instructor, Firearms Instructor, etc.) the officer is no longer permitted to wear the certification pin. Certification pins must be approved by the Chief of Police. Wearing certification pins is optional at all times.
19. Whistle and Chain: All officers will have a whistle in their possession when on duty. Officers may wear a silver whistle chain and sergeants and above may wear gold metal chains. The whistle will be a standard silver or gold police whistle and may be worn with or without the rubber cover. If worn, the chain shall be worn from the right epaulet to the right pocket. Wearing the whistle and chain is optional.
20. Jewelry: Necklaces will either not be worn or will be concealed under clothing when personnel are in uniform. Female officers may wear one pair of post or stud earrings. Officers may wear rings, but are limited to two rings. Rings must be conservative in nature.

D. Attire for Dispatch, Corrections Personnel and Special Operations Officers

1. Dispatchers will be required to wear the civilian uniform. The uniform issued will be short and long sleeved polo shirts with the Department Logo embroidered on the left breast area. Employees may wear long or short

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sleeved polo shirts year round. Shoes with support and color coordinated to the uniform, covering the entire foot are required.

2. Dispatchers may purchase and wear over the polo shirts, sweaters and/or sweaters bearing the Department Logo. Turtlenecks are permitted under sweaters and sweatshirts with the Department Logo. For additional information on Dispatchers Uniforms see *619.00 Uniforms and Appearance*.
3. Correctional personnel are issued polo shirts with Department Logo embroidered on the left breast area. In addition Correction Officers are issued dark blue utility pants, duty belt, handcuffs, handcuff case, belt keepers, OC spray holder, OC spray and one pair of black boots or shoes.
4. Officers assigned to the Administrative Division (Community Relations Officer, Property Manager, Communications, etc.) may wear civilian attire with their supervisor's permission. If permission is granted, the attire shall be appropriate to their assignment.
5. Detectives assigned to the Bureau of Operational Support shall wear business attire (long sleeve shirt and tie, or short sleeve collared shirt in warm weather) unless permission is obtained from a supervisor for another form of civilian clothing. For court appearances, detectives shall wear a business suit. Female detectives shall dress at an equal level to their male counterparts. The Commander of the Bureau of Investigations and/or the Chief of Police shall have the final decision as to appropriate attire.

214.03 DUTY EQUIPMENT

Duty equipment for uniformed officers will be black nylon construction for officers assigned to patrol. They will consist of the following: equipment belt will be 2 1/4 inches wide with plastic closure; handcuff case will accommodate one pair of handcuffs, batons will be the department issue ASP TM baton carried in a department issue holder; A straight baton or PR24 may also be worn if the officer is qualified; ammunition pouches will be double magazine containers; an OC spray holder and belt keepers. Officers have the option to wear an additional handcuff case w/ handcuffs; a key ring; a pager/cell phone case and a flashlight or baton ring. Officers will not mix black leather or clarino duty gear with nylon duty gear.

214.04 RANK INSIGNIA, BADGES, ETC.

Rank insignias shall be worn by uniformed officers in the following manner:

- A. Sergeant - Chevrons. White chevrons indicating the rank of sergeant shall be worn on both sleeves with the point of the top chevron 1/4 inch beneath the shoulder patch, centered on the sleeves of the uniform shirt, sweater, coat and jackets.

- B. Lieutenant - Gold bar, two sets (one small, one large). The small gold bars will be worn on the collars of both the summer and winter shirts centered one half inch from the collars leading edge. The large gold bars will be worn on the epaulets of coats, jackets and sweaters centered one half inch from the shoulder seam. The dress coat will have a single one half inch gold braid on each sleeve three inches from the cuff.
- C. Captain - Two gold bars, connected two sets (one small, one large). The small gold bars will be worn on the collars of both the summer and winter shirts centered one half inch from the collars leading edge. The large gold bars will be worn on the epaulets of coats, centered one half inch from the shoulder seam. The dress coat will have two half-inch gold braids on each sleeve three inches from the cuff.
- D. Colonel - Gold eagle, two sets (one small, one large). The small eagles will be worn on the collars of both the summer and winter shirts centered one half inch from the collars leading edge. The large eagles will be worn on the epaulets of coats, centered one half inch from the shoulder seam. The dress coat will have four half-inch gold braids on each sleeve three inches from the cuff.

214.05 SEASONAL CHANGES

Seasonal changes in the uniform of the day for all uniformed employees, unless directed otherwise by an immediate supervisor, shall be as follows:

- A. The short sleeve uniform is mandatory from May 1st through September 30th.
- B. The long sleeve uniform is mandatory from November 1st through April 15th.
- C. Officers have the option to wear either uniform from April 16th to April 30th and from October 1st to October 31st.

214.06 PERSONAL USE OF DEPARTMENT EQUIPMENT AND UNIFORMS

Only department issued or approved uniforms and equipment will be worn. Department personnel will not use department uniforms and equipment for personal use when not acting in a police capacity except during approved secondary employment.

- A. The wearing of any piece of issued department uniform clothing, when not being worn as a part of a complete duty uniform during off duty hours, is not permitted.

214.07 REPAIR OR REPLACEMENT

When an officer has occasion to make a request for either repair or replacement of the department issued property, he will notify the Commander of Field Operations by memorandum through the chain of command.

January 3, 2012

- A. All requests will specify the circumstances of any damage or loss and will include any supporting documents.
- B. The request will be reviewed by the watch commander who will note on the request whether the repair or replacement is:
 - 1. Acceptable loss, damage, or destruction as required in the performance of duty.
 - 2. Chargeable to the officer concerned due to neglect, carelessness or misuse.

214.08 INSPECTION

Supervisors will periodically require personnel to produce all Department issued property for inspection to check for proper maintenance and serviceability. Supervisors will ensure conformity with grooming standards through daily inspection of personnel on duty. Any personnel found not in conformity may be relieved of duty for that particular shift and disciplinary action may be instituted against the individual.

214.09 GROOMING

Every member and employee, while on duty, unless otherwise directed by his commanding officer, will be well groomed and physically clean. The clothing and shoes will be clean, properly cared for and conform to the rules and regulations of the department. In uniform, personnel will wear their hair in a style conducive to the correct wearing of the uniform.

- A. Male Officers: Hair will be neat, clean and combed and cut so as not to protrude over the ears. Hair at the nape of the neck will be cut so as not to touch or extend over the collar when the head is held in the position of attention. Hair in front will not fall below the eyebrows. Hair will be groomed so as not to bush out or curl up when wearing the uniform hat.
 - 1. Sideburns will not extend past the middle of the ear. They will be neatly trimmed at all times. Bushy or mutton chop style sideburns are not permitted.
 - 2. Mustaches will be neatly trimmed and will not extend below the upper lip line and will not extend beyond the corners of the mouth. Handlebar and fu-manchu style mustaches, goatees and beards are not permitted.
- B. Female Officers: Hair must be neat, clean and combed. It will not be worn longer than the top of the shirt collar at the back of the neck while the officer is standing at the position of attention. The bulk or length will not interfere with the wearing of all standard headgear. Plain-clothes female officers will be allowed to wear their hair longer than the top of their shoulders. Uniformed female officers are required to pin their hair up in a secure position, if it extends farther than permitted. Hair on the front of the head will not extend below the horizontal middle of the forehead. The

January 3, 2012

hair will not present a bunched or flared-out appearance at the back or sides of the head when headgear is worn.

214.10 SOFT BODY ARMOR

All officers assigned to field operations and assigned to patrol type duties must wear their issued body armor. All commissioned employees participating in the execution of a search warrant or making an arrest attempt, assigned to a stake out or when wearing a raid jacket will wear Department approved body armor. In all other situations when commissioned employees are working on duty in uniform or while working approved secondary employment in uniform, the commissioned employee shall have the option to wear or not wear body armor. It will be the policy that, although not required, the wearing of soft body armor is strongly encouraged. The policy for the issuance, wear and care for body armor is contained in *General Order 217.00*

By order of:

A handwritten signature in black ink, reading "Colonel Thomas Jackson". The signature is written in a cursive style with a large, stylized "C" at the beginning.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 15.4, 16.3

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Ammunition

Firearms, Approved use

Off-Duty, Weapons

Shotgun

Training, Firearms

Weapons, Authorized use

Weapons, Training

AUTHORIZED FIREARMS, AMMUNITION AND QUALIFICATION

216.00 PURPOSE

The purpose of this General Order is to establish the policy and procedure for the use and care of authorized firearms, ammunition, qualification and training. An "Authorized firearm" is a handgun approved by the Ferguson Police Department for full time commissioned officers to carry on or off duty where authorized by law to carry on duty in uniform. Only personnel demonstrating proficiency in the use of agency-authorized weapons will be approved to carry such weapons.

216.01 POLICY

Officers on duty will be required to carry a badge, firearm and issued identification card. Carrying of a weapon, badge and department identification card off duty is optional however, if an officer chooses to carry a weapon off duty they MUST carry their department ID and badge.

Police officers are to carry only department approved weapons. Officers assigned to the detective bureau or on special assignment may carry a firearm other than the department issued weapon upon approval of the Chief of Police. Police officers may carry a second weapon while on duty as long as it meets the specifications of this order, is holstered and concealed from public view.

216.02 DUTY AND OFF-DUTY WEAPONS

Police officers in uniform will carry the Department issued weapon and ammunition described as:

1. Make – Glock
2. Model – Model 22
3. Caliber – 40 Caliber
4. Barrel – 4.49 inches

5. Type – Semi Auto (double action)
6. Finish – Black
7. Magazine – 15 Rounds
8. Ammunition – Department issued

Detectives have the option of carrying Model 23, with the barrel length of 4.02 inches and magazine capacity of 13 rounds.

Police Officers who desire to carry other than the department issued firearm for an off duty weapon must receive prior written approval from the Chief of Police. To request approval to carry other than department issued firearm for back up, or as an off duty weapon, the following procedures will be followed:

- A. The requesting officer must submit FPD Form "*Application to Carry Privately Owned Firearm*" to the Chief of Police.
- B. At the time of application, the weapon must be inspected by the department armorer to ensure that the weapon is in working order prior to approval.
- C. The officer will be required to qualify with the weapon prior to approval by the Chief of Police.
- D. If the inspection and qualification criteria are satisfactorily completed, the Chief of Police may approve the carrying of the specified firearm, and a copy of the approved request will be maintained in the officer's firearms training file.
- E. The decision to approve or disapprove a weapon will be made on an individual basis.
- F. Firearms that are allowed to be carried off duty by police officers must meet the following criteria:
 1. Have a minimum capacity of 5 rounds.
 2. Only factory loaded ammunition to be used. The specific caliber of handguns that will be authorized for off duty use by officers are as follows:

.45 .357 .9mm .40 .38 .380 .32 .25
- G. Calibers approved for on duty "back up" firearms are limited to .380 to 9mm.
- H. The on or off duty use of all other caliber handguns or ammunition is prohibited in the performance of police duties in either primary or secondary employment, unless approved by the chief of police.

1. The following calibers of weapons are expressly forbidden to be carried by commissioned of the department:
 - a. .44 magnum
 - b. .41 magnum
 - c. .22 caliber
2. The following types of ammunition are expressly forbidden to be carried and/or used by members of this department.
 - a. Armor piercing bullets
 - b. Glazer type exploding bullets
 - c. Teflon coated bullets
3. Any ammunition with a foreign substance coated on the projectile to improve penetration is prohibited.
- I. Weapons approved for "on duty" use must be carried in a holster. Approved off duty weapons will be carried in a holster as well. Back up or off duty weapons should be carried in such a manner as to be concealed from public view
- J. The carrying of a firearm while off duty is discretionary. Firearms carried while in civilian clothing will be concealed from public view.
- K. Officers engaged in off duty employment within the City of Ferguson, which requires the performance of police related duties, will be armed with a department approved weapon and ammunition.

216.03 USE OF SHOTGUN

Department Issued Shotgun – Specifications

1. Make – Remington 870
2. Gauge - 12
3. Barrel Length - 18 to 20 inches
4. Action - pump
5. Ammunition - .00 buck or slugs or Less-lethal ammunition

It is the responsibility of the officer, upon taking charge of a patrol unit, to thoroughly inspect the shotgun in the vehicle. The officer will inspect the weapon and insure that the magazine is properly loaded with # 00 buckshot shells.

Discrepancies or malfunctions of the shotgun will be reported immediately to the on duty Watch Commander. The watch commander will replace the shotgun if inoperable and forward a report to the Commander of Field Operations.

When mounted in the patrol vehicle, the chamber will be empty of any rounds of ammunition and the safety will be on. The shotgun will be removed from the police vehicle and locked in the armory locker when the vehicle is being serviced or repaired. When the shotgun is to be secured or brought into the police department, the magazine will be clear of all shells and the slide locked open showing an empty chamber. Shotguns will be loaded and unloaded outside the police department building. The shotgun will not be left unattended without first being properly secured.

Each Sunday the watch commander of the day shift will be responsible for having all shotguns inspected and cleaned as needed. Cleaning will consist of a complete wiping of all metal parts with a lightly oiled cloth, the barrel cleaned with a lightly oiled patch and the action lightly lubricated with oil.

216.04 INSPECTION

All weapons intended for use by each employee in the performance of duty will be reviewed and inspected prior to carrying, by a qualified weapons instructor or armorer. This inspection shall be documented on Form 039 for off-duty weapons and in the internal database for department owned and issued weapons. Weapons found to be unsafe will not be authorized for use. Department owned weapons found to be unsafe will be removed from service until their repair can be made. Any weapon removed from service will be identified in a memo to the Chief of Police.

216.05 INVENTORY

The department armor shall maintain a computer database inventory on each authorized weapon to include type, description, identifying model, serial number, inspection dates as well as the identity of the owner or assignee. The record will also include the name of the official making the approval, the date of approval, the course fired, and all scores used to qualify the user on the demonstration of proficiency. All approvals should be conditional upon periodic re-qualification pursuant to procedures established to comply with section 216.06. This database will include both department owned and privately owned weapons approved for use by the department

216.06 LOSS OR THEFT OF FIREARM:

Immediately following the loss or theft of a department or personally owned firearm, a police report containing all facts and circumstances will be prepared by the jurisdiction where the loss or theft occurred. A copy of the report will be forwarded through the chain of command. The concerned employee will also immediately notify their immediate supervisor. The involved employee will insure that the serial number, make and caliber of the missing weapon are placed in the REJIS and NCIC computer systems.

216.07 PROHITED POSSESSION OF FIREARMS WHILE INTOXICATED

The Missouri Revised Statutes states under 571.070.1 A person commits the crime of unlawful possession of a firearm if such person knowingly has any firearm in his or her possession and: (2) Such person is habitually in an intoxicated or drugged condition,

All officers authorized to use or carry weapons shall not possess a firearm in an intoxicated condition.

216.07 FIREARMS QUALIFICATION AND TRAINING

- A. All officers authorized to use and carry weapons will be required to receive in-service training and demonstrate proficiency with all approved lethal weapons that the employee is authorized to use. The department will establish proficiency levels with input from certified weapons instructors. A qualified weapons instructor will conduct the training.
- B. The training shall be conducted on the following schedule:
 - 1. Duty weapon (.40 caliber) annually
 - 2. Off-duty or backup weapons, annually
 - 3. Shotgun, annually
- C. The criteria required for qualification for the "on duty" weapon is identified as the Qualification Course A. It will consist of 36 rounds of duty ammunition or duty equivalent practice ammunition. In order to pass, shooters must score 70% of possible 180 points. The type of target used is the standard full size police silhouette target (B-21). The distances, rounds and times are as follows:

3 yds – 3 rds - 8 sec (x2), 7 yds – 3 rds – 8 sec (x2), 10 yds – 6 rds – 16 sec,

15 yds – 6 rds - 25 sec, 25 yds – 6 rds – 30 sec – 30 sec, 25 yds – 6 rds – 35 sec.
- D. The criteria required for qualification of the shotgun is a familiarization course where five rounds are successfully discharged from the 7 yard line and five rounds are successfully discharged from the 15 yard line.
- E. Annually each commission officer may be required to complete a written test on policy and basic operation of the pistol. Successful qualification will require completion of the actual firing of the weapon and a passing score on a "what, when, where, and how" type of written test (if administered) based on the training provided.
- F. Demonstrated proficiency with less than lethal weapons is outlined in General Order 410.06.C - *Use of Force*.

- G. Remedial training will be conducted for all officers not qualifying with department weapons. Any officer not qualifying with a duty weapon will not be able to resume official duties until qualifying with the weapon. Officers unable to qualify will be identified to the Chief of Police for administrative action.
- F. The department firearms instructor shall maintain a computer database to record all sworn officers' firearms training. This database will include dates of training, duty and personal weapons authorized.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is written in a cursive, flowing style.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

Attachments

FPD Form 039 - Application to Carry Privately Owned Weapon

MPCCF Reference 9.3 9.4

May 24, 2011

FERGUSON POLICE DEPARTMENT

APPLICATION TO CARRY PRIVATELY OWNED FIREARMS	
DATE:	
TO:	
FROM:	
<p>Sir, I respectfully request permission to carry the following described weapon:</p> <p>This weapon is a _____, Caliber _____ with a _____ inch barrel bearing serial number _____.</p> <p>It is understood that this weapon is not to be carried in lieu of the Department issued primary firearm unless approved for such purpose by the Chief of Police.</p>	
<input type="checkbox"/>	ON DUTY PRIMARY WEAPON
<input type="checkbox"/>	ON DUTY SECONDARY WEAPON
<input type="checkbox"/>	OFF DUTY WEAPON
OFFICER	SIGNATURE: _____ Date: _____
THIS WEAPON HAS BEEN INSPECTED, APPROVED AND THE OFFICER HAS QUALIFIED WITH THE WEAPON:	
DEPARTMENT ARMOROR	SIGNATURE: _____ Date: _____

<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED
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TITLE: CHIEF OF POLICE	SIGNATURE: _____	Date: _____
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ERIKSSON POLICE DEPARTMENT

REPORT OF OFFICER: [Name]
DATE: [Date]
TIME: [Time]

LOCATION: [Location]
CASE NO.: [Case Number]

REASON FOR CALL: [Reason for Call]

TO WHOM THE CALL WAS MADE: [Name]

REMARKS: [Remarks]

INVESTIGATION: [Investigation]

CONCLUSION: [Conclusion]

SIGNATURE: [Signature]

DATE: [Date]

TIME: [Time]

LOCATION: [Location]

CASE NO.: [Case Number]

REASON FOR CALL: [Reason for Call]

TO WHOM THE CALL WAS MADE: [Name]

REMARKS: [Remarks]

INVESTIGATION: [Investigation]

CONCLUSION: [Conclusion]

SIGNATURE: [Signature]

DATE: [Date]

TIME: [Time]

LOCATION: [Location]

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Ballistic Vest

Body Armor

Bullet Proof Vest

SOFT BODY ARMOR USE

217.00 PURPOSE

The Ferguson Police Department recognizes the dangers inherent to the job of Police Officer. In our concern for the well being of our personnel, we issue equipment to provide for the safest possible working environment. This equipment includes ballistic body armor. This policy outlines the requirements for its use.

217.01 POLICY STATEMENT

The paramount concern of the Ferguson Police Department is the safety of our personnel. Although there are specific exemptions to the mandatory use of body armor, the Ferguson Police Department strongly encourages its Officers to wear the department issued body armor at all times while on duty, in uniform, for their personal protection.

217.02 REQUIREMENTS

- A. All Police Officers shall wear Department issued body armor while on duty in uniform or while working approved secondary employment in uniform unless exempted below:
 - 1. The Chief of Police must be provided with a written statement from a physician indicating that officer has a medical condition that would preclude the use of body armor on a mandatory basis. This exemption is then subject to review and approval by a department approved physician.
 - 2. The Police Officer is assigned to an Administrative duty, is attending a funeral, is in uniform making a public appearance, is on court or official ceremony duty, or during other special assignments as determined by the Officers immediate supervisor.
- B. All Police Officers participating in the execution of a search warrant, assigned to a stakeout, or when wearing a raid jacket shall wear department issued body armor.

217.03 MAINTENANCE OF BODY ARMOR

- A. Body armor will be maintained in a clean, sanitary condition. Damage or other problems will be reported to the Commander of the Division of Field Operations. The proper care of present day body armor includes precautions when cleaning the garment. Every garment should have a label with instructions on how to clean the components. Follow these instructions, and make sure that any other person who might clean your garment is also aware of correct cleaning procedures (i.e., spouse, etc.). Most armor should be hand washed in hot water with any mild home laundry detergent.
- B. **NEVER FOLD BODY ARMOR FOR STORAGE.**
- C. **NEVER DRY BODY ARMOR ON AN OUTDOOR CLOTHESLINE, EVEN IN THE SHADE.**
- D. Each time that body armor is washed, it should be inspected for any signs of wear. If it appears that the thread used to sew layers together is wearing badly, or if there is evidence that the fabric is unraveling, the ballistic vest should be returned to the manufacturer for repair. Officers should never attempt to repair body armor themselves under any circumstances.

217.04 BALLISTIC LIMITS OF BODY ARMOR

Body Armor will only protect you to the ballistic specifications or lesser as listed by the body armor manufacturer. It should be understood that the term "lesser" does not include weapons such as knives or ice picks. These are not lesser weapons, but rather **A DIFFERENT TYPE OF WEAPON ALTOGETHER** and body armor should not be expected to protect against them.

217.05 REPLACEMENT OF BODY ARMOR

- A. Every set of armor will eventually have to be replaced for one reason or another. Since no two sets of armor are exposed to identical wear or care, it is unreasonable to expect each set of soft body armor to "wear out" in exactly the same period of time.
- B. Bodies can and do change significantly over the years, and armor that is properly sized when purchased may no longer fit.
- C. The physical condition of individual armor may also influence the decision to replace. Stains or discoloration of the ballistic panels may be evidence of exposure to bleach, excessive sunlight, or chemicals that could reduce the ballistic resistant properties of manufacturer recommendations concerning the necessity of replacement.
- D. Should it be determined that body armor has deteriorated due to officer's neglect, that officer will be held responsible to replace body armor at his/her own expense. It

October 21, 2011

should be understood that body armor is the property of the Department, used and cared for by the officer it is issued to.

217.06 ISSUANCE OF BODY ARMOR

The Commander of the Division of Field Operations will maintain accurate records for all body armor in inventory for the purpose of determining which body armor was issued to each officer together with the name of the manufacturer, model number, and date of issuance.

217.07 DISPOSING OF SOFT BODY ARMOR

When soft body armor has reached the end of its useful life and is no longer serviceable, the Department will dispose of it in a manner that will prevent inadvertent use. Current body armor will not burn, so incineration is not possible. It is also difficult to cut. As a result, it must be disposed of intact, relegated to landfill burial. Body armor should not be sent to a public, uncontrolled landfill.

217.08 WHEN AN OFFICER IS SHOT

Any officer shot while wearing armor should receive a medical examination as soon as possible. Even though the officer shows no after effects other than soreness or a bruise, the possibility of serious internal injury exists and should be evaluated by medical personnel. The ballistic vest receiving impact will be seized and replaced with a new set.

This order replaces Policy Order P-10-06.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

should be noted that the body of the paper is not a formal report, and the
writing is not intended to be a formal report.

APPENDIX

The purpose of this appendix is to provide a summary of the data used in the study.

APPENDIX A

The data used in the study were collected from a survey of 1000 respondents.

APPENDIX B

The data used in the study were collected from a survey of 1000 respondents.

APPENDIX C

The data used in the study were collected from a survey of 1000 respondents.

APPENDIX D

The data used in the study were collected from a survey of 1000 respondents.

APPENDIX E

The data used in the study were collected from a survey of 1000 respondents.

APPENDIX F

The data used in the study were collected from a survey of 1000 respondents.

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Citizens Police Academy

Volunteers in Policing Program (VIP)

LAW ENFORCEMENT SPECIALIZED UNITS

218.00 PURPOSE

The purpose of this General Order is to establish the CITIZEN POLICE ACADEMY Program. This General Order only applies to personnel and procedures of the Ferguson Police Department.

218.01 CITIZENS POLICE ACADEMY OBJECTIVES

- A. The objective of the Citizen Police Academy is not to train an individual to be a "Reserve Police Officer" but to produce informed citizens. The citizens and police officers meet each other face to face in a neutral and friendly setting. The program provides for participants who wish an avenue to be more involved in their community and to provide a better understanding between citizens and police through education. The academy also provides officers another chance to get to know the residents so that the police department can remain responsive to the needs and attitudes of the community. The academy provides graduates with an understanding of the issues facing law enforcement and how the police approach various problems.
- B. The Ferguson Police Department may sponsor a Citizens Police Academy (CPA) program or they may participate in a multi-jurisdictional program.

218.02 ACADEMY STAFF

- A. Officers and employees assigned to the C.P.A will be responsible for participating in course development.
- B. The Citizens Police Academy will be administered by the Division of Administration Commander who will act as a liaison between students and instructors. Instructors will be selected by the Commander, with approval of the Chief of Police, based on their expertise and training in each core training area. Each instructor will be involved in the development of the lesson plan for their core area of instruction.
- C. In dealing with civilians, it is important for instructors to be aware of the goals that are to be achieved and what their individual responsibilities and duties are in this program:

January 3, 2012

1. Instructors will at all times present a positive and professional demeanor and will generally wear the uniform of their specific assignment.
2. Instructors will not engage in argumentative or confrontational situations with students.
3. Instructors will not discuss current or on-going criminal investigations.
4. When discussing prior criminal activity and cases, instructors must talk in general terms and protect the confidentiality of victims and witnesses.
5. When conducting tours, demonstrations and hands on training, instructors shall insure student safety at all times.

218.03 SELECTION PROCESS FOR APPLICANTS

- A. Citizens who want to attend the C.P.A. must submit a completed application form.
- B. Applicants must pass a background investigation.
- C. Live or work in Ferguson or surrounding areas.
- D. No prior felony convictions.
- E. No misdemeanor arrests within one year of application.
- F. Agree to comply with the rules and restrictions of the Citizens Police Academy.
- G. Agree to sign a liability release, or if under 21 a parent must sign.
- H. Minimum age of 18 years of age.
- I. The Commander of Administration or Chief of Police may reject an applicant based on "reasonable cause" not listed above.

218.04 CURRICULUM OF THE CITIZENS POLICE ACADEMY

- A. The Curriculum of the Citizens Police Academy will cover the following:
 1. Constitutional Law;
 2. Statutory Law;
 3. Use of Force/Defensive Tactics;
 4. Traffic Enforcement/Accident Investigation;

January 3, 2012

5. Pursuits/DWI Enforcement;
 6. Investigations;
 7. Police Weaponry and Firearms Safety; and
 8. Firearms Range and Role Play.
- B. Certain pieces of Departmental equipment may be utilized for instructional purposes at the discretion of the Commander of Administration.
- C. Citizens participating using Departmental equipment will be supervised by Departmental personnel at all times.

218.05 EVAULATION

Upon completion of the Citizens Police Academy Program, each graduate will be asked to complete an instructor/program form which will be used to develop and improve future programs. A formal graduation ceremony will be held and each graduate will be presented a graduation certificate by the Chief of Police.

218.06 VOLUNTEERS IN POLICING PROGRAM (VIP)

Citizens who graduate from the Citizens Police Academy may apply for a position in the Ferguson Volunteers in Policing Program. The citizens maintain their status by contributing regularly and supporting the program. This program utilizes citizens from our community, to undertake secondary responsibilities of paid departmental personnel so that they may expend their time on primary concerns. These citizens are non-commissioned, unpaid and advised that they will have no confrontational duties so, their motivation for working is simply that they wish to be directly involved in the policing of their community.

218.07 VOLUNTEER SERVICES

Citizens who are graduates of a recognized Citizens Police Academy or a member of the Ferguson Volunteer in Policing Program (VIP) shall be assigned primarily to law enforcement related community service functions. They may also be used as a resource in emergencies and large scale special events.

All volunteer programs are under the direct supervision of the Commander of the Division of Administration.

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is fluid and cursive, with the first name "Colonel" written in a smaller, more formal script than the last name "Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

MPCCF Reference 11.2, 38.2

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Citizen Police Academy
Community Oriented Policing
Community Oriented Problem Solving
Community Relations
Crime Free Multi-Housing
Crime Prevention
DARE
Neighborhood Watch
School Resource Officer
Vacation Watch

CRIME PREVENTION AND COMMUNITY POLICING

220.00 PURPOSE

The purpose of this General Order is to establish policy and procedure for the Ferguson Police Department crime prevention and community policing programs. The Crime Prevention and Community Policing functions are under the direct control of the Bureau of Administration.

220.01 POLICY

It is the policy of the Ferguson Police Department to maintain a pro-active approach to the prevention and suppression of crime and to establish a variety of community relations programs that are offered specifically to the citizens of Ferguson. While crime prevention and community involvement are the responsibility of all members of the department, the Community Relations Officer (Crime Prevention Officer) will have a primary responsibility of implementing and managing crime prevention and community involvement programs.

220.02 COMMUNITY RELATIONS OFFICER RESPONSIBILITIES

The Community Relations Officer will work closely with data entry in conducting crime analysis to determine crime patterns and trends by time, day, location, type of crimes, known perpetrators, and other relevant data useful in direction patrols and developing programs. In part, this analysis will be used to:

- A. Report monthly crime analysis to the Chief of Police, Bureau Commanders and specific police department components as necessary.
- B. If requested and with the approval of the Chief of Police, make available crime trend

information to local government officials, for consideration in local planning and development issues, ordinances proposals, or budgetary planning.

- C. Develop programs to educate and empower the citizens and business owners of the community to maintain the safety of Ferguson.
- D. Provide the community with factual information about crime so as to correct perceptions and misperceptions about crime in our community.
- E. Periodically evaluate programs for effectiveness or continued need, and make adjustments or develop new programs accordingly.
- F. Development and Management of Crime Prevention Programs and other programs including presenting material at meetings to keep senior citizens alert and involved in crime prevention.

220.03 COMMUNITY RELATIONS RESPONSIBILITIES

Positive community relations are the daily responsibility of all members of the department, commissioned and non-commissioned alike. The department is charged with constantly improving our practices as they relate to community involvement. The Community Relations Officer will coordinate formal community relations programs and activities to include:

- A. Coordinating with all components of the police department and establishing community groups wherever and whenever the need is identified;
- B. Write and edit press releases, announcements to publicize the objectives, problems, and success of the department's community involvement efforts;
- C. Report to the command staff for action on all feedback, comments, suggestions, or other information from citizens, media and organizations.

220.04 CRIME PREVENTION & COMMUNITY PROGRAMS

- A. ***Neighborhood Watch Program*** -. The Neighborhood Watch Program is composed of citizens interested in decreasing crimes that occur in residential neighborhoods. The Program is started by volunteer block captains recruiting interested neighborhood residents to attend a training meeting conducted by the Community Relations Officer. The residents will then be trained to protect their property and themselves by securing their homes, identifying their personal property, and maintaining a trained watch in their neighborhoods to report all suspicious activity to their police department immediately. Update meetings are held periodically to include new residents and review reported incidents in their neighborhood. The Community Relations Officer will coordinate Neighborhood Watch Captains and represent the department at neighborhood watch meetings.

- B. ***School Resource Officer (SRO)*** - Full time police officer(s) are assigned as a liaison between the School District and the Police Department. The main responsibility of the SRO is to work with faculty, staff and students to provide a safe learning environment. Duties of the School Resource Officer(s) also include teaching safety and drug awareness classes, monitoring student activities, counseling, and assisting school staff with law enforcement related problems. The SRO(s) will investigate any reported crime or incident involving a student occurring on campus and request any additional services needed during the investigation.
- C. ***DARE (Drug Abuse Resistance Education)*** - D.A.R.E. is a cooperative program between local schools and the police department in which a specially trained police officer teaches children. More than just a drug program, D.A.R.E. uses innovative approaches in teaching life coping skills such as decision making, self-esteem and resistance techniques to help children deal with the daily pressures that they face.
- D. ***Citizen Police Academy*** - The Community Relations Officer will coordinate and present instruction during Citizen Police Academy sessions, which are scheduled as demand requires. For additional information on Citizen Police Academy see *G.O. 226.00 Law Enforcement Specialized Units*.
- E. ***Vacation Watch*** - Citizens are encouraged to notify the Police Department when they will be out of town and their residences are left unattended. A short form is filled out and the home is checked to ensure security.
- F. ***Crime Free Multi-Housing*** - This program is aimed at reducing crime in apartment complexes. The program benefits Apartment and Condominium residents by providing programs concerning personal safety and how to make their apartment-condominium secure. The Community Relations Officer initiates the training of managers of Apartments and Condominiums of the **Crime Free Multi-Housing Program**. The program was designed to help tenants, owners and the managers of rental property keep drugs and other illegal activity off their property.

220.05 COMMUNITY RELATIONS OFFICER – SPECIALIZED TRAINING

The Commander of the Division of Operational Support is responsible for insuring that the Community Relations Officer receives the training needed to perform the duties of that position, including training in the area of police media relations. The Community Relations Officer will then be available to provide guidance to commanders, supervisors and officers regarding the wording of press releases and media interviews.

220.06 COMMUNITY POLICING PHILOSOPHY

- A. All employees assigned to the Ferguson Police Department are involved in the Community Policing Philosophy. All officers are expected to address both criminal and non-criminal matters affecting the citizens of the City of Ferguson.

- B. The Community Policing concept is to provide a means of coordinating and improving the effectiveness and efficiency of police services in an established area. Effective communication and cooperation between the patrol officers, the Crime Prevention Officer (Community Relations Officer) and the Bureau of Criminal Investigation will greatly enhance the success of this team approach to solving community problems.
- C. Simply stated, Community Policing is a philosophy that says interacting with, and working as full partners with the community to reduce crime and improve the quality of life makes better sense than ignoring people's needs, interests, and input.

220.07 PATROL OFFICERS' RESPONSIBILITIES TO COMMUNITY POLICING

- A. Seek to improve professional policing by using a proactive approach which involves an analytic effort. Problem oriented policing makes the assumption that many crimes are fostered by persistent problems in the community.
- B. Be familiar with Neighborhood Watch Coordinators and make regular contacts with them to address issues related to individual neighborhoods.
- C. Patrol officers, when not on radio assignments, shall create an effective working partnership between the community and the police.
- D. Where feasible, foot or bicycle patrols are established to increase interaction between the police and neighborhood residents and to enhance the citizen's sense of access to the Department.
- E. Attend Neighborhood Watch meetings and other neighborhood meetings, when possible.
- F. Report crime patterns that can be addressed through the use of additional Department resources or special enforcement activities to the watch commander.
- G. Traffic enforcement initiatives:
 - 1. Monthly traffic enforcement sites;
 - 2. Identify new sites from citizens' complaints, high accident locations, and hazardous driving locations.
- H. Ensure homes are checked when listed on the "Vacation (House) Watch" list.
- I. Identify and notify owners of open garage doors and other security concerns discovered during the midnight shift.

- J. Distribute crime prevention literature to crime victims (i.e., Home Safety, Domestic Violence, Neighborhood Watch, Identity Theft, etc.).

220.08 CRIME PREVENTION RESPONSIBILITIES

- A. Establish and maintain Neighborhood Watch Programs in various neighborhoods throughout the community.
- B. Identify and update a list of Neighborhood Watch Coordinators.
- C. Discuss with watch commanders and patrol officers issues and concerns of various neighborhood groups.
- D. Identify and report to watch commander's crime patterns that require additional Department resources or special enforcement activities to be properly addressed. Assist with developing an enforcement strategy.
- E. Assist in analyzing areas to deploy the mobile radar trailer.
- F. Coordinate Crime Prevention Presentations/Resource Exhibits such as:
1. Personal Safety;
 2. Elder Adult Safety;
 3. Domestic Violence;
 4. Child Safety;
 5. Home/Business security surveys.

By order of:



Distribution
All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police

MPCCF Reference 24.1, 24.2, 31.5

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5301 S. DICKINSON DRIVE
CHICAGO, ILL. 60637

REPORT OF RESEARCH

Submitted by: [Name]
Date: [Date]

Advisor: [Name]

Abstract: [Text]

1. Introduction

2. Experimental

3. Results

4. Discussion

5. Conclusion

6. References

7. Appendix

8. Acknowledgments

9. Bibliography

10. Index

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18. Acknowledgments

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20. Index

August 23, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Communications, Training
Continuing Education
Training Record
In-Service Training
Instructors, Certification
Missouri Peace Officer Standardized Training
Training, In-Service
Training, Police Academy

TRAINING**222.00 PURPOSE**

The purpose of this General Order is to establish the continuing education program of Department employees, establish the in-service training program, identify responsibility for record keeping, ensure the training needs of the Ferguson Police Department are met and comply with the Missouri Peace Officer Standardized Training (P.O.S.T.) requirements.

222.01 POLICY

It shall be the policy of this Department to provide training to maintain and enhance job knowledge, skills and abilities; introduce new technologies, methods or equipment; and to ensure that all personnel remain current with new laws, policies and procedures.

222.02 DEFINITIONS

- A. ***Approved Provider Training*** – Training conducted at a training facility designated by the Missouri P.O.S.T. Commission as an “approved provider”. These facilities provide initial entry and/or recurring training in law enforcement. Examples are the Missouri Highway Patrol Academy, St. Louis County and Municipal Police Academy, St. Louis Police Academy, Eastern Missouri Police Academy and the Missouri Safety Center.
- B. ***In-Service Training*** – Training conducted “in-house” by certified department employee instructors.
- C. ***Initial Training*** - Entry-level basic training by an approved provider academy which results in licensing by Missouri P.O.S.T.
- D. ***Continuing Education*** - Generally, continuing education applies to the P.O.S.T. three year 48 hour training requirement to maintain a P.O.S.T law enforcement license.

August 23, 2011

Continuing education also applies to individual training requirements mandated by the Department and college education by employees.

- C. **Generalist Instructor** – Certification awarded by the Missouri P.O.S.T. Commission for an instructor to teach entry level basic law enforcement classes at an approved provider training facility.
- D. **Specialist Instructor** – Certification awarded by the Missouri P.O.S.T. Commission for an instructor of a specialized law enforcement technique, procedure or skill. The instructor is certified to teach ONLY that area in which he has specialized certification.

222.03 REQUIRED TRAINING

- A. Mandated by statute or in order to further Department policy:
 - 1. Sworn officers appointed by the Ferguson Police Department must complete the requirements of the Missouri P.O.S.T. Commission and have been awarded a Class A P.O.S.T. license prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest.
 - 2. The Ferguson Police Department acknowledges that graduates of approved provider initial recruit training, having been awarded P.O.S.T. Class A certification, have received instruction from a curriculum based on tasks of the most frequent assignment associated duties of police officers. The department further acknowledges that officers successfully graduating from a P.O.S.T. approved provider have been evaluated using techniques designed to measure competency in the required skills, knowledge, and abilities.
 - 3. The Ferguson Police Department acknowledges that graduates of approved provider initial recruit training do not receive training specific to the policies and procedure or the Ferguson Police Department. During an employee's field training program they will receive instruction in department policies, procedures, rules, and regulations.
 - 4. All sworn officers are required to meet the Missouri State Police Officer Standardized Training 48 hour continuing education requirement every three years or during the assigned period established by the P.O.S.T. Commission. This training will include legal and interpersonal studies as well as technical and skill development. Each officer shall have a minimum of four (4) Continuing Education Hours (CEH) in legal studies, four (4) hours CEH in interpersonal perspectives, four (4) in the area of technical studies, four (4) in firearms training and the remaining CEHs can be obtained from these four core blocks and from the core block of skills development. This training may come exclusively from an in-service provider, but no more than twenty-four (24) hours can be obtained per officer from in service training.

August 23, 2011

5. All sworn officers are required to obtain three (3) CEHs of racial profiling training every three years or during the assigned period established by the P.O.S.T. Commission.

B. Mandated by change in status, rank or assignment:

1. Officers will receive training when a change in assignment or promotion occurs. This training will usually be in the form of formal schools to include, DARE, Investigations, Juvenile Investigations, Evidence Procedure, Traffic Reconstruction, Field Training Officer and Supervision schools. The training will include but not be limited to:

- a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;

- b. Management, administration, supervision, personnel policies, and support services of the function or component; and

- c. Supervised on-the-job training.

2. Every employee that is appointed to or promoted to a supervisory position shall successfully complete a leadership, command or supervisory training course within one year of such appointment or promotion. The Training will be taken at the St. Louis County and Municipal Police Academy or any other approved provider.

3. A training plan will be developed for every employee that is appointed to or promoted to a management position (Lieutenant or above). This plan will be developed by the immediate supervisor of the promoted employee and should include the attending and completion of a command training course at the St. Louis County and Municipal Police Academy or any other approved provider.

C. Mandated remedial training:

If a probationary employee demonstrates an inability to perform the essential elements of their job, remedial training can be provided at the direction of the Chief of Police and the employee's probation period extended. If a non-probationary employee demonstrates an inability to perform the essential functions of their job, remedial training can be used in the administration of discipline process to bring the employee into compliance with performance standards. The circumstances and criteria used to determine the need for remedial instruction, the timetables under which remedial training is provided, and the consequences of participation or nonparticipation by the affected personnel will be at the direction of the Chief of Police.

D. Roll Call Training:

Training may be conducted during roll call periods to include updates to General Orders, instructional pre-recorded programs and instruction by supervisors and certified instructors.

222.04 CIVILIAN TRAINING

- A. Civilian personnel are required to complete training commensurate with their duties and any additional training at the direction of the Chief of Police.
- B. Communications personnel are required to complete REJIS / MULES Level II training and the state mandated 16 hours of continuing education every two years.
- C. All newly assigned civilian personnel will receive in-service training in:
 - 1. The agency's role, purpose, goals, policies, and procedures;
 - 2. Working conditions and regulations; and
 - 3. Responsibilities and rights of employees.

222.05 DEPARTMENT CONDUCTED IN-SERVICE TRAINING

- A. **Mandatory Training** – In-Service training will meet the standards of the Missouri P.O.S.T. In-Service Training requirements. Each class will have a Course Objective and a Lesson Plan to meet the objectives.
- B. **Instructors** – Department Instructors will be identified and documentation maintained in their files qualifying them as instructors in each area they teach. Personnel assigned to the training function and full-time instructors receive training, which includes, at a minimum:
 - 1. Lesson plan development;
 - 2. Performance objective development;
 - 3. Instructional techniques;
 - 4. Testing results if administered and evaluation techniques; and
 - 5. Resource availability and use.
- C. **Lesson Plans** – Lesson Plans will be developed based on the objectives of each area of instruction. All in-service lesson plans require review and approval by the Chief of Police.

Each lesson plan will contain:

1. A statement of performance and job-related objectives;
 2. The content of the training and specification of the appropriate instructional techniques, and;
 3. Identification of any tests if used in the training process.
- D. **Records** – The Compliance Officer will maintain a file on each In-Service training class. Each class will have a course objective, lesson plan, instructor biography, class sign-in sheet, performance evaluation or test results for each student if they are administered, copy of each training certificate issued and copies of instructional handouts or background documentation for the class. Each officer completing a class will be issued a training certificate with the number of instructional hours in each of the following areas: Skill Development, Technical Studies, Legal, and Interpersonal Studies.

222.06 ATTENDANCE

- A. Employees attending P.O.S.T. approved education are subject to the attendance requirements of the P.O.S.T. Commission.
- B. Employees attending initial or continuing education training at a training provider other than at the Ferguson Police Department shall comply with the provider's attendance requirements to receive the appropriate certificate, diploma, award or other documentation indicative of successful completion of the course of instruction.
- C. Employees attending department approved training outside the local area will be reimbursed for mileage, meals, housing, fees, books, and materials in accordance with the mileage and per diem rate established by the City of Ferguson. All training outside the local area must be approved and budgeted for by the Chief of Police.

222.07 DOCUMENTATION

Employees who satisfactorily complete training courses are required to forward two (2) copies of the award, certificate or diploma. One copy will be forwarded to the employee's immediate supervisor and the other to the Training Records Coordinator. Training records will be updated and maintained by the Training Records Coordinator. The responsibility to maintain required statute training rests with the individual employee.

August 23, 2011

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is written in a cursive style with a large, stylized "C" at the beginning.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 29.1, 29.3, 29.4, 29.5, 29.6

January 24, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Rights of Victims and Witnesses
Victim Service Council Referral
Victims' Rights
Witness' Rights

RIGHTS OF VICTIMS AND WITNESSES

224.00 PURPOSE

The purpose of this General Order is to familiarize Department personnel with the rights of the victims of crimes and those who witness crimes.

224.01 POLICY

Exposure to crime as a victim or witness is often a traumatic event in a person's life. With that in mind, the Department has adopted the following Rights of Victims and Witnesses, as afforded them by RSMo 595.200.

224.02 DEFINITIONS

- A. ***Crime*** - An act which would constitute a crime if committed by competent adult, including any act which may result in an adjudication of delinquency.
- B. ***Victim*** - A person who suffers direct or threatened physical, emotional or financial harm as the result of the commission of a crime. The term "victim" also includes family members of a minor, incompetent, or a homicide victim.
- C. ***Witness*** - Any person who has been or is expected to be summoned to testify for the prosecution whether or not any action or proceeding has yet been commenced.

224.03 RIGHTS OF VICTIMS AND WITNESSES (RSMo 595.200)

- A. For victims, family members and witnesses, the right to be informed by the prosecutor of the final disposition of the case.
- B. For victims, family members and witnesses, at their request, the right to be informed by the appropriate custodian authority whenever the defendant receives a temporary, provisional or final release from custody or whenever the defendant escapes from custody. Those persons requesting such notice shall provide the appropriate authority with their current address and telephone numbers.

- C. For victims, the right to appear personally or by counsel, at the sentencing proceeding and to express his or her views concerning the seriousness of the crime and the need for restitution.
- D. For victims, the right to be notified of and to appear at any hearing to consider the parole eligibility of inmates who committed crimes against them and were sentenced to serve a term within the Department of Corrections, or to offer a written statement in lieu of a personal appearance. It shall be the responsibility of victims to keep the Board of Probation and Parole informed of their current addresses and telephone numbers.
- E. For victims, family members and witnesses, the right to be notified by the prosecuting attorney, in a timely manner, when a court proceeding to which they have been summoned will not go on as scheduled.
- F. For victims and witnesses, the right to be provided with information by the prosecuting attorney as to the level of protection available and to receive protection from the local law enforcement agencies from harm and threats of harm arising out of their cooperation with law enforcement and prosecution efforts.
- G. For victims and witnesses, the right to be informed by the prosecuting attorney of financial assistance and other social services available to victims or witnesses of a crime, including information relative to applying for such assistance or services.
- H. For victims, the right to be informed by the prosecuting attorney of their right to request that restitution be an element of the final disposition of a case and to obtain assistance in the documentation of the victim's losses.
- I. For victims and witnesses, the right to be informed by the court and the prosecuting attorney of procedures to be followed in order to apply for and receive any witness fee to which they are entitled.
- J. For victims, family members and witnesses, the right to be provided a secure waiting area or room by the circuit court or prosecuting attorney during court proceedings.
- K. For victims, the right to have any personal property that was stolen or taken for evidentiary purposes, except contraband, property subject to evidentiary analysis, and property ownership of which is disputed, returned by the court, the prosecuting attorney, or law enforcement agencies within ten days of its taking or recovery if it is not clearly needed for law enforcement or prosecution purposes or as expeditiously as possible when said property is no longer needed for law enforcement or prosecution purposes.
- L. For victims and witnesses, the right to be provided, where appropriate, with employer and creditor intercession services by the prosecuting attorney to seek employer cooperation in minimizing employee's loss of pay and other benefits resulting from

January 24, 2011

their participation in the criminal justice process and to seek consideration from creditors if the victim is unable, temporarily, to continue payments.

- M. For victims, family members and witness, the right to a prompt disposition of the case in which they are involved as a victim or a witness.
- N. For victims, payment to medical providers for the examination of rape victims and victims of other crimes, (child abuse, incest, sexual assault, etc.) who are not covered by insurance, Medicare or Medicaid. The following conditions apply:
 - 1. The victim or victim's guardian consents in writing to the examination;
 - 2. The report of the examination is made on a form approved by the attorney general with the advice of the Department of health; and
 - 3. The report of the examination is filed by the victim with the prosecuting attorney of the county in which the alleged incident occurred.

A minor may consent to examination under this statute. Consent of parent or guardian is not required for such examination. The hospital or physician making the examination shall give written notice to the parent or guardian of a minor that such an examination has taken place.

224.04 VICTIM SERVICE COUNCIL

- A. The Victim Service Council is a division of the Office of the Prosecuting Attorney. It offers a full range of assistance to crime victims in St. Louis County. All services are free of charge. The Victim Service Council offers emotional support and advocacy to victims who feel traumatized and frightened after a crime occurs. When there has been a physical injury or financial loss, the Victim Service Council provides help in obtaining medical care, shelter, replacing personal papers, securing food or filing state victim compensation forms and insurance claims.
- B. The Victim Service Council offers information about the criminal justice system including police procedures, prosecution and other court related matters. Staff and volunteers are available to accompany victims to court hearings and provide support and assistance during the proceedings. The Victim Service Council maintains a victim-witness waiting room for comfort and privacy.

224.05 PROCEDURE FOR PROVIDING SERVICE INFORMATION TO VICTIMS AND WITNESSESA. Telephone Referral

The department communications section will provide contact information for victim services. The directory of victim/witness resources will be available on a 24-hour basis at communications to provide resource information to victim/witnesses. Department personnel will also refer them to the St. Louis County Victim Service Council at 314-615-4872, Monday-Friday, 8:30 AM to 5:00 PM.

B. Preliminary Investigations

Officers conducting preliminary investigations shall render the following to the victim/witness:

1. When responding to a crime, the responding officer will furnish the victim(s) and or witness (es) with a copy of the Victim Service Council pamphlet.
2. Advise the victim/witness about what to do if the suspect or the suspect's companions or family threatens or otherwise attempts to intimidate him or her.
3. Inform the victim/witness of the report number and subsequent steps in the process of the case.
4. Provide a telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case.

C. Follow-up Investigation

Officers conducting follow-up investigations shall render the following to victim/witnesses:

1. Periodically recontact victims/witnesses of unusually severe cases to determine whether needs are being met.
2. Explain to victim/witness the procedures involved in the prosecution of their case and their role in those procedures.
3. If feasible, schedule line-ups, interviews, and other required appearances at the convenience of the victim/witness, and if applicable, provide transportation.
4. If feasible, request a victim advocate from the Victim Service Council to be assigned the victim/witness during the follow-up investigation.


January 24, 2011

D. Suspect Arrest

Officers/detectives, upon making an arrest for a dangerous felony, shall inform the victim/witness of the following:

1. The suspect's arrest.
2. The suspect's charges.
3. The suspect's present status along with any warrant or bond status.

By Order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp or seal.

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

1950

1951

1952

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Asset Forfeiture
Forfeiture, Assets

ASSET FORFEITURE

225.00 PURPOSE

The purpose of this General Order is to establish policy and procedure for Ferguson Police employees when using the asset forfeiture laws in the conduct of police operations.

225.01 POLICY

It is the policy of the Ferguson Police Department to recognize that the efforts to identify and apprehend criminals, both those related to drugs and other crimes, must be complimented and supported by a vigorous effort to seize assets that have been used or acquired in the commission of crimes. The decision to seek asset forfeiture should not be influenced by bias or racial profiling as defined in General Order 401.00.

225.02 DEFINITION

Asset Forfeiture - The taking of monies and/or property by the government which has been illegally used or acquired, without compensating the owner.

225.03 PROCEDURE

The Bureau of Investigations Commander shall be responsible for the collection and maintenance of all seizures of all monies and property under the statutes. It will be the responsibility of the seizing officer to forward a copy of the seizing report to the Commander to initiate the file. The files will be distinguished between drug related violations and those related to the Criminal Activity Forfeiture Act.

225.04 DRUG FORFEITURES - STATE Chapter 195 RSMo.

- A. **Property subject to seizure/forfeiture.** Vehicles, aircrafts, boats, currency or property of value furnished or intended to be furnished in exchange for drugs or paraphernalia, illegal controlled substances, OR ITEMS PURCHASED WITH PROCEEDS OF CRIMINAL ACTIVITY.
- B. **Guidelines used to determine to be forfeitable.**
 - 1. Item used to transport, carry, or convey controlled substances.

2. Used to facilitate the transportation, possession, purchase, sale, barter, exchange, or giving away of controlled substances.
3. Used to conceal or possess any controlled substance in or upon itself.
4. Purchased with proceeds of criminal activity.

C. **Requirements.**

1. Arrest or attempted arrest of a defendant.
2. It is required that a felony criminal charge be prosecuted.
3. Presumption of forfeit ability.
 - a. Any money found in close proximity to controlled substances, paraphernalia, or records of transactions is presumed forfeitable as being involved in drug activity.
 - b. Vehicle used to conceal and transport controlled substances are forfeitable.
4. Time restraints. The required documents and approved report shall be presented to the Prosecuting Attorney's Office within ten (10) days of seizure.
5. Required documents. Copy of the approved police report, copy of notice of seizure, copy of evidence log(s) and DOR record on the vehicle if applicable. The Assistant Prosecuting attorney then prepares and files the petition with the Circuit Court. A copy of all the required documents will be given to the Commander, Bureau of Investigations, who will maintain a file of all property seized.
6. Seized property, money, jewelry, etc. will be packaged in accordance with department policy, as evidence and turned over to this Department's Evidence Manager until disposed of pursuant to court order.
7. A conviction is necessary for the completion of the seizure.

225.05 CRIMINAL ACTIVITY FORFEITURE ACT - RSMo 513.600.

- A. **Applicable Criminal Activity.** Applies to all property of every kind used or intended to be used for use in the course of, derived from, or realized through criminal activity. It extends beyond drug cases to virtually all criminal activity. (weapons, robbery, arson, burglary, gambling, stealing, prostitution, etc.)
- B. **Requirements.**

1. No arrest requirement at time of seizure
 - a. Seizure by Writ of Seizure before arrest
 - b. Seizure at time of arrest.
2. Time restrictions. If seized at time of arrest, the officer must file his approved report and notice of seizure (copy attached) with the Prosecuting Attorney within ten (10) days of seizure. If an arrest is not made, the officer should apply for a Writ of Seizure. A copy of all the required documents will be given to the Bureau of Operational Commander, who will maintain a file of all property seized.
- C. **Seized property** - Money, jewelry, etc. will be packaged as evidence in accordance with department policy, and turned over to this department's Evidence Manager until disposed of pursuant to court order.
- D. **Seizure.** If the property is not seized and if prior notice would cause its loss or destruction, the state will file a Writ of Seizure and attempt to obtain a court order directing seizure of the property. Property may be seized without a Writ of Seizure if:
 1. Done incident to a lawful arrest, search or inspection,
 2. Probable cause exists to believe that the property is subject to forfeiture.
 3. Property will be lost or destroyed if not seized.

225.06 DRUG FORFEITURES - FEDERAL (21 U.S.C. 853).

- A. **Property subject to seizure/forfeiture.** Vehicles, aircrafts, boats, currency or property of value furnished or intended to be furnished in exchange for drugs or paraphernalia, illegal controlled substances, or items purchased with proceeds of criminal activity.
- B. **Guidelines used to determine to be forfeitable**
 1. Item used to transport, carry, or convey controlled substances.
 2. Used to facilitate the transportation, possession, purchase, sale, barter, exchange, or giving away of controlled substances.
 3. Used to conceal or possess any controlled substance in or upon itself
 4. Purchased with proceeds of criminal activity.
- C. **Requirements**

January 4, 2012

1. All Federal Forfeitures will be handled through the St. Louis County Prosecuting Attorney's Office.
2. Federal Asset/Forfeiture seizures are adopted after the State had initiated the proceeding for forfeiture.
3. If the case meets the guidelines currently set for Federal Forfeitures, then the Assistant United States Attorney (A.U.S.A.) will attempt to adopt the case by filing a "Seizure Notice".

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is written in a cursive style with a large, looped initial 'C'.

Distribution

All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police

MPCCF Reference 39.7

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Secondary Employment

SECONDARY EMPLOYMENT

227.00 PURPOSE

The purpose of this policy is to establish regulations and procedures governing secondary employment privileges for Department personnel.

227.01 DEFINITIONS

- A. Secondary employment shall be defined as any and all employment engaged in by any Department personnel during off-duty hours, holidays, and vacation or recreation periods with any employer other than Ferguson Police Department, including a self-employed business.
- B. Conflict of interest means a conflict between a Department employee's personal interest (and the interest of his secondary employer) and the duty of the employee to the Police Department and to the public.

227.02 PROCEDURE

- A. Prior to engaging in any secondary employment or business, an employee shall complete a written request for secondary employment to the Chief of Police. The decision rendered by the Chief to permit or deny secondary employment is final. An employee will be permitted to seek review by the Chief of Police should a written request for secondary employment be denied.
- B. When a request for secondary employment is approved it will be authorized for a period of not more than one (1) calendar year, or until termination of the specific employment which was authorized. All requests shall expire December 31 of each year. Any secondary employment performed after expiration of the request will be deemed to be without permission. The authorization by the Chief of Police will only be for such work as specifically designated on the request submitted. As the request to work secondary employment expires on December 31 of each year, renewal requests must be submitted to the Chief of Police before that date.

July 13, 2011

227.03 DEPARTMENTAL RESPONSIBILITIES

- A. In all cases of secondary employment, the primary duty, obligation, and responsibility of a Department employee is at all times to the Department. If Department employees are required to report to duty during off-duty days or to continue to work overtime, secondary employment will not conflict with those primary duties to the Department.
- B. Secondary employment is prohibited following sick leave or leave in conjunction with an on-duty injury until the employee has reported back to duty.
- C. All employees shall comply with the Federal and State guidelines for reporting of income from secondary employment for income tax purposes.
- D. The City of Ferguson will not reimburse employees engaged in those activities related to arrests made during secondary employment, including court appearances, warrant application, and report writing where secondary employment consist of performing a police task.

227.04 REQUIREMENTS OF SECONDARY EMPLOYMENT

No employee shall work:

- 1. At any employment or in any location which will tend to bring the Department into disrepute or to reduce his/her efficiency or usefulness as a Department employee.
- 2. In any employment requiring any affiliation, membership or allegiance tending to influence his/her conduct in a manner inconsistent with the proper discharge of duties as a police officer or with loyalty to the Department or in the public interest.
- 3. In police uniform at the performance of tasks other than that of a police nature, and then only in or on such premises or places as are approved by the Chief.
- 4. In any business or location where the sale of alcoholic beverages or beer is the principal business.
- 5. In any employment involving the towing of vehicles, or as a taxi cab driver or for any business or service which has a contract with the Ferguson Police Department.
- 6. In any employment requiring the service of civil process either full or part time.
- 7. On investigation or other work in which the employee may avail himself/herself of access to police information, records, files or correspondence. As a private investigator or private detective or in any other capacity where the primary purpose of

July 13, 2011

such employment is to gather information for, or appear as a witness in, a civil or criminal action.

8. For any other municipality or state office at a police task.

9. For a business or company that is on strike.

10. As a private watchman or security officer for another government agency.

11. In any secondary employment during duty hours, including the scheduling of other employees for secondary employment.

This order supersedes all previously dated orders.

By order of:

A handwritten signature in black ink, reading "Colonel Thomas Jackson". The signature is written in a cursive style with a large, stylized "C" at the beginning.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 15.7

January 4, 2012

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Identification Card

Swipe Card

Universal Identification Card (UID)

POLICE DEPARTMENT IDENTIFICATION CARDS**229.00 PURPOSE**

The purpose of this General Order is to establish the procedure for issuing department Identification Cards. All police department personnel will be issued two different cards; a Police Employee Universal Identification Card (UID) and a city issued Swipe Card.

The Police Universal Identification Card will be carried at all times while on-duty. Civilian employees are not required to carry these cards when they are not working. Off-duty officers will carry it anytime they are carrying a concealed firearm.

The city issued Swipe Cards are issued to all city employees and allow employees access to various doors within the Ferguson Police Department. These cards display the name, department and photograph of each employee. Employees are also issued either a neck lanyard or a clip that attaches on to the clothing. The cards must be worn in plain view by all employees wearing civilian attire, whether on-duty or off-duty, while inside the Police Department. Employees in uniform must carry the Swipe Card, although it does not need to be displayed in plain view.

Retired Police Officers will be issued a Department Identification Card with the City Logo and photo on the front of the card. The card will state that the bearer is a "Retired" Police Officer. The Identification Card will indicate the beginning and ending date of employment. The Identification Card will need no renewal.

229.01 DEFINITIONS

- A. EPIC Capture Station—a location with the capability to take the EPIC formatted photographs needed for the UID Card.
- B. REJIS Universal Identification (UID) Card – An Identification Card used by many police departments in the Greater Metropolitan St. Louis area to identify both police officers and civilian personnel.
- C. Universal ID System—a standardized repository for identification information related to emergency personnel.

229.02 PROCESS

January 4, 2012

The process for the issue of a REJIS Universal Identification (UID) Card:

- A. The Card applicant will contact the Site Administrator who will process Personal Information into REJIS UID Database for the applicant.
- B. The Site Administrator will enter the Personal Information into the REJIS - UID Database.
- C. The Employee will move to the EPIC Capture Station for the Identification Card Photograph.
- D. The EPIC Capture Station will forward the Identification Card Photograph to the REJIS - UID Site Administrator for entry into the REJIS - UID System Database.
- E. The UID Site Administrator makes final approval of the entry and the UID card is sent to the print queue at REJIS.
- F. When ready, the new identification card will be sent to this Department from REJIS. It will be given to the employee by the Executive Assistant to the Chief of Police.

229.03 CARD RECIPIANTS

The REJIS Universal Identification (UID) Card is issued under the authority of the Chief of Police to the following employees:

1. Commissioned Police Officers.
2. Civilian Police Department Employees.

229.04 IDENTIFICATION CARD FORMAT

A. Front Side

1. A STAARS security holograph overlay.
2. Police Department name
3. Large employee photograph
4. Police Department badge logo
5. Employee rank
6. Employee Department Serial Number (DSN)
7. Small employee photograph watermark
8. Expiration Date

- a. Commissioned Police - four (4) years
 - b. Civilian ID Cards - four (4) years
9. Affiliation
- B. Back Side.
1. "Property of FERGUSON POLICE DEPARTMENT"
 2. Police Department address.
 3. Security bar code
 4. Date issued
 5. Eye color
 6. Height
 7. Sex
 8. Hair color
 9. Weight

229.05 UPDATING OF UID CARDS

UID Cards will be updated on or prior to their expiration dates. New cards will be issued when damaged or with a change of rank or status. The UID Cards remain the property of the Ferguson Police Department. Any time a new card is issued, the old one will be turned in to the Administrative Office.

229.06 LOST OR STOLEN UID CARDS

- A. Must be reported to the Administrative Office as soon as loss is discovered.
- B. Requires a police report.
- C. Lost or stolen UID Cards must be deactivated in REJIS.
- D. A new UID Card must be issued.

229.07 DISPOSITION OF UID CARD AT END OF EMPLOYMENT.

- A. All IUD Cards must be turned in to the Administrative Office upon the individual leaving the employee of the Ferguson Police Department.

January 4, 2012

- B. When an employee retires from the police department, he may receive a Police Department Retirement Card if one is requested.

229.08 REVOCATION OF DEPARTMENT RETIREMENT CARD

- A. This Department reserves the right to revoke a Retired Police Officers Identification's Card if:
1. Such person has been convicted of a felony under the laws of this state, or of a crime under the laws of any state or of the United States which, if committed within this state or of the United States which, if committed within this state, would be a felony: or
 2. Such person is a fugitive from justice, is habitually in an intoxicated or drugged condition, or is currently adjudged mentally incompetent; and
- B. The Chief of Police may revoke the Retired Police Officers Identification's Card for any reasonable cause.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution:

All Department Personnel

MPCCF Reference 39.5

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Allegation of Employee Misconduct
Chief of Police, Complaint Responsibility
Citizen Complaints
Complaint Classifications
Complaints by Citizens
Constitutional Rights, Employees
Allegation of Employee Misconduct Form
Advice of Rights – Internal Investigations Form
Internal Affairs
Internal Investigations

**ALLEGATIONS OF EMPLOYEE MISCONDUCT
INTERNAL AFFAIRS INVESTIGATIONS**

301.00 PURPOSE

The purpose of this General Order is to establish procedures for the acceptance and investigation of complaints and allegations of employee misconduct, misfeasance, malfeasance, and nonfeasance by employees of the Ferguson Police Department. The integrity of the police department depends on the personal integrity and discipline of each employee.

301.01 DEFINITIONS

Administrative Report – An internal investigation report on a department employee for an alleged violation of any law, statute, general order or policy.

Complaint – Any allegation on an act or failure to act, which if true, breaches a law, statute, general order or policy of the employing agency; which comes from any source, identified or anonymous.

Professional Standards Inspector- The command level officer so designated by the Chief of Police.

301.02 POLICY

- A. It is the policy of the Ferguson Police Department to investigate all complaints of alleged employee misconduct, and to equitably determine whether or not the allegations are valid or invalid and to take appropriate action. Complaints will be accepted via telephone, in written form or verbally. Whenever possible, a complaint should be reduced to writing. Written complaints do not have to be signed by the complainant.

JULY 6, 2010

- A. Upon receipt of a complaint, the Chief of Police may, at his discretion, refer it to an appropriate commander; or make a preliminary investigation then assign it to the Professional Standards Officer to complete based on the preliminary investigation.
- B. The Chief of Police or the commander assigned to the investigation will acknowledge receipt of the complaint to the complainant within ten working days. The notification should include the name of the person assigned to investigate the complaint and the telephone number of the investigator.
- C. The department member against whom a complaint has been filed and any member who has been relieved of duty, will be notified immediately and will be provided a written statement of the allegations and the employee's rights and responsibilities relative to the investigation. The exception would be if the department member's knowledge would impede the investigation. The Department member's immediate supervisor will also be notified.
- D. At the completion of the department's investigation, the complainant will be notified in writing of the outcome by the Chief of Police.

301.05 CONDUCT OF INTERNAL INVESTIGATIONS

- A. Internal Investigations will be assigned an Administrative Report number by the Administration Office. This number, the name of the employee involved, nature of the allegation and the name of the investigating officer will be a permanent record in the Office of the Chief of Police. The complainant will be notified of the results of the investigation in writing within 30 days. If the nature and conduct of the investigation is expected to take longer than 30 days, the complainant will receive periodic status reports until the investigation is completed.
- B. Internal investigation reports will be completed within 15 calendar days of being assigned. The investigative time limitation may be extended at the approval of the Chief of Police and will be documented in the final report.
- C. Investigators conducting internal investigations may use any and all investigative techniques and procedures available with the knowledge and permission of the Chief of Police to include:
 - 1. Medical or laboratory examinations;
 - 2. Photographs of employees;
 - 3. Participation in a line-up;
 - 4. Financial disclosure statements;
 - 5. Instruments for the detection of deception.

NOTE: An employee may be required to submit to a medical or laboratory examination, at the department's expense, when the examination is specifically directed and narrowly related to a particular internal affairs investigation being conducted by the department. An example is the use of this process in determining drug use by employees. An employee may also be required to be photographed, to participate in a line-up and/or submit to a financial disclosure statement when the actions are material to a particular internal affairs investigation being conducted by the department.

301.06 ADMINISTRATIVE INVESTIGATION REPORT

The administrative investigative report for allegations of employee misconduct consists of four parts; summary of the incident; documentation of the investigation; list of charges, specifications and findings; and investigators recommendation.

- A. **SUMMARY** - The incident summary should consist of one or two short paragraphs that identify the officer or officers involved and that describes the act that resulted in the complaint of misconduct.
- B. **INVESTIGATION** - The investigative section of the administrative report is a chronological record of the investigation. All interviews and memorandums should be reflected in this section. **Written statements are required by all complainants and witnesses.** If a written statement is not obtained, the investigative officer will detail the circumstances as to why a statement was not obtained. Investigators should encourage officers to type their responses to questions directed to them during the investigation so they can be easily read by reviewing commanders. The responses may be capsulated in the body of the investigative section by the investigator that prepares the report. All original documents should be attached to the report. Upon completion of an interview with an employee alleged to have committed a violation of any law, policy or procedure, the investigator will ask if there are any witnesses or evidence they would want the investigator to examine in his defense.
- C. **FINDINGS** - Immediately following the investigative report, the list of charges and specifications catalogs the section of the Police General Order Manual and the violation as specified in the General Order, for example:

ALLEGATION A-02-12A, OCCURRED APRIL 25, 2002

Officer John Doe is alleged to have violated General Order 304.02.A.(8), which reads:

" Will not be neglectful of duty, sleep or loaf while on duty, or be improper in performance of duty, to include: incompetence, failure or unwillingness to render satisfactory service."

ALLEGATION A-02-12B, OCCURRED APRIL 25, 2002

Officer John Doe is alleged to have violated General Order 304.02.A(4), which reads:

" Will report for duty at the time and place required by assignment or order and will be physically and mentally fit to perform their duties. They will be properly equipped so that they may immediately assume their duties. Judicial subpoenas will constitute an order to report for duty under this section. "

Additional charges should be listed as Allegation A-02 -12 C, etc.

A detailed explanation of the findings (under the heading FINDINGS) should be listed after each specific allegation. The findings section should clearly define the facts of the investigation and the reasons for the findings.

D. **RECOMMENDATIONS:**

The recommendations should be listed at the bottom of page one (under the heading RECOMMENDATION) and use the following format example:

Allegation A—G.O. 304.02.A(8) - Sustained or Not Sustained.
Allegation B—G.O. 304.02.A(4) - Sustained or Not Sustained

The five classification options are covered in the next section.

301.07 **CLASSIFICATION OF COMPLAINT INVESTIGATIVE REPORTS**

Investigators completing administrative reports will provide a "finding" or conclusion of fact and will specify the allegation(s) which are to be classified in one of the following categories:

- A. **Unfounded** - The complaint was not based on fact, as shown by an investigation or the incident complained of did not in fact occur.
- B. **Exonerated** - The action complained of did occur, but the investigation concluded that the actions were reasonable, lawful, and proper.
- C. **Complaint Withdrawn** - Complainant withdrew complaint.
- D. **Not Sustained** - Insufficient evidence available to either prove or disprove the allegations in the complaint.
- E. **Sustained** - Investigation disclosed sufficient evidence to support the allegations in the complaint.

In any instance when a complaint is finally disposed of as "Unfounded", "Exonerated", or "Complaint Withdrawn", records pertaining to the complaint and its disposition will be closed and will be expunged after a period of 90 days except for the initial entry in the

Administrative Report Log Book. Records of "Not Sustained" complaints will be maintained in the chief's administrative files and will be closed records.

301.08 ALLEGATION OF CRIMINAL LAW VIOLATION

- A. If a complaint alleges a violation of criminal law, or if during the internal investigation, evidence is obtained to support a criminal violation, the member under investigation (prior to said member being questioned) will be immediately advised of his constitutional rights under Miranda. The member will also be advised that he may be required to answer questions relating to his departmental duties, under penalty of dismissal or other action even though there is a criminal aspect to the case. If a statement is obtained after a member has been advised of his rights, it will be included in both the internal investigation report and the criminal offense report.
- B. If a member refuses to waive his constitutional rights, he will thereafter be advised that for the purposes of the internal investigation, they must answer questions relating to their departmental duties (*Garrity vs. New Jersey*, 385 U.S. 493 (1967)). Failure to do so could result in possible dismissal or other disciplinary action being taken. In the event he thereafter makes a statement after refusing to waive the constitutional rights affirmed by the U.S. Supreme Court *Miranda* decision, that statement will not be used in any criminal investigation, however, the statement will be included in the internal investigative report.
- C. The criminal investigation authorities and prosecuting officials have a right to obtain from the internal files, information regarding the matter under investigation, but those portions of the internal file which include a statement made by an officer after refusing to waive the Miranda rights cannot be used against a department member in a criminal prosecution, although they may be available to the prosecuting authorities for use in prosecution against another person or for such other valid and legal reasons when the prosecuting authorities deem fit. A department member may have counsel present when being questioned with respect to a criminal complaint.
- D. The Chief of Police may require an accused department member to submit to reasonable physical or psychological tests for purposes of determining fitness to perform duties or when such fitness has been called into question by competent authority. The accused department member may also request such tests.
- E. At any time during the course of an investigation, the department member, the complainant, the attorney for either, or any community representative may submit relevant evidence and such information will become part of the investigation and will be investigated.
- F. If a complainant withdraws his complaint, with the approval of the Chief of Police, the investigation may cease. Reports concerning withdrawn complaints will include the investigating officer's opinion, or the complainant's explanation for withdrawing the complaint.

- G. If the investigation reveals that the complaint involving an allegation of a criminal law violation is found to be false and was made with malicious intent, then steps should be taken, whenever possible, to prosecute the complainant for making a false police report.
- H. Internal investigations will proceed without delay, even though there is a criminal investigation or civil litigation in the case, and if necessary, an offense report will be prepared in conjunction with the investigation. If there is a pending criminal investigation or civil litigation, final reports of complaints or commencement of hearings will be delayed only at the request of the prosecutor, City Manager or City Attorney. In those cases where criminal action or civil litigation is pending, the Chief of Police will advise the appropriate prosecutor when the final report is completed.

301.09 EMPLOYEE RELIEVED FROM DUTY DURING INVESTIGATIONS

An officer may be relieved from duty with pay as a temporary administrative action pertaining to an employee's physical or psychological fitness for duty or an action pending disposition of an internal affairs investigation. The authority to relieve an officer from duty must be made by a command level officer in consult with the Chief of Police.

301.10 COMPLAINT AND INVESTIGATIVE RECORDS AND SECURITY

The confidentiality of internal affairs records is important, and proper security precautions will be taken to secure investigative files. A record of all complaints against police department employees and completed internal investigative files will be secured in a locked cabinet in the Administrative Office of the Chief of Police. Officers assigned investigations will be responsible to secure their investigative files in locked cabinets and not left unsecured.

301.11 STATISTICAL ANALYSIS AND PUBLIC DISCLOSURE

The Professional Standards Inspector will compile annual statistical summaries, based upon records of internal affairs investigations.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp or seal.

COLONEL THOMAS JACKSON
Chief of Police

**FERGUSON POLICE DEPARTMENT
ALLEGATION OF EMPLOYEE MISCONDUCT REPORT**

Date and Time Report Received: _____ IAD File # _____

I. COMPLAINANT

Name _____ Age _____ Sex _____

Home Address _____ Phone No. _____

Business Address _____ Phone No. _____

II. EMPLOYEE INVOLVED IN COMPLAINT

Name _____ Rank _____ DSN _____

Assignment _____

III. COMPLAINT

Date and Time of Incident: _____

Location of Incident: _____

Nature of Complaint: _____

Statement of Complaint:

(Use Continuation if Necessary)

Signature of Complainant _____ Date _____

Reporting Officer _____ Date _____

(CONTINUATION)

Allegation of Employee Misconduct Report

FILE # _____

Page _____ of _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

FERGUSON POLICE DEPARTMENT

City of Ferguson

ADVISE OF RIGHTS

Internal Investigation

I wish to advise you that you are being questioned as part of an official investigation of the Police Department. You will be asked questions related and specifically directed to the performance of your official duties or fitness for office. You are entitled to all the rights and privileges guaranteed by the laws and the State of Missouri and the Constitution of the United States, including the right not to be compelled to incriminate yourself. I further wish to advise you that if you refuse to testify or answer questions relating to the performance of your official duties or fitness for duty, you will be subject to departmental charges which could result in your dismissal from the Police Department. If you do answer, these statements may be used against you in relation to subsequent departmental charges, but not in any subsequent criminal proceedings.

I have read and fully understand the "Advise of Rights" as it appears above. This information has also been read to me prior to my preparation of my report.

Signature of Officer DSN

Date

Investigating Officer

Date

IA File Number

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Counseling

Oral Reprimand

Progressive Discipline

Violations, Major and Minor

Written Reprimand

PROGRESSIVE DISCIPLINE AND COUNSELING

303.00 PURPOSE

The purpose of this General Order is to set forth a program of progressive discipline. The intent is to establish uniformity in the administration of discipline. The type of discipline administered must correspond to the seriousness of the violation and the level of discipline administered to other employees for similar violations.

303.01 MINOR VIOLATIONS

Generally, minor violations of rules and regulations will be handled through counseling and progressive discipline. Examples of minor violations would include; unexcused tardiness; abuse of rest or lunch period; leaving patrol area without proper reason or permission; rudeness to other employees (Not to include insubordination); clerical errors; unkempt appearance / uniform; and chargeable automobile accidents not involving gross negligence or violations of the law. Oral and Written Reprimand forms are used to document minor violations.

303.02 MAJOR VIOLATIONS

Examples of Major Violations would include; neglect of duty; insubordination; disobeying a direct order; failure to report to duty; physical abuse of prisoner or citizen; violation of local, state, or federal laws; and repeated minor violations.

Occasionally a determination as to the proper discipline to administer to an employee for a specific incident or repeated offenses may be difficult to make. In those cases the supervisor considering the disciplinary action should discuss with the Chief of Police the circumstances prior to taking formal action against the employee. In this manner uniformity of discipline can be maintained.

303.03 PROGRESSIVE DISCIPLINE - The below steps of progressive discipline will be followed:

A. **Minor Violations** - The normal sequence of discipline is as follows:

1. Oral Reprimand - If an Oral Reprimand is received it will be placed in the personnel jacket for a period of one year and then removed with no record of it in the personnel jacket.
2. Written Reprimand - If a Written Reprimand is received, it will be placed in the personnel jacket for a period of two years and then removed with no record of it in the personnel jacket.
3. Counseling - Three reprimands within six months requires counseling with first and second level supervisors and the employee. Counseling should include identification of the issues(s) resulting in the reprimands, corrective action to be taken and a discussion of expected outcomes. Counseling must be completed within 30 days of the third reprimand and must be documented in an employee counseling form (F137).

B. **Major Violations**

Any major violation requires the filing of an Allegation of Misconduct Report against the accused employee. The Chief of Police taking into consideration the totality of the circumstances and the employee's prior record will determine discipline for a major violation. Demotion, suspension or dismissal of an employee requires the approval of the City Manager.

303.04 DISCIPLINE AND COUNSELING GUIDELINES

From time to time it may become necessary to counsel an officer or employee. It is the Ferguson Police Department's policy to encourage open lines of communication in these situations.

It is important to have these counseling sessions documented in the employee's file. This documentation will be helpful in recording exactly what was covered in the session, as a follow-up in determining whether or not the problem was corrected, and to determine if subsequent training or disciplinary action is needed.

303.05 ROLE OF SUPERVISORS

The role of supervisors, especially first line supervisors, is crucial in the disciplinary process. First line supervisors have the best opportunity to observe the conduct and appearance of officers and detect those instances when disciplinary actions are warranted (remedial

training, counseling, or punishment). First line supervisors also have the opportunity to understand the personality traits of the personnel under their supervision and to determine the most effective methods of discipline.

Strong leadership and good supervisory practices reduce the need for disciplinary actions. If employees realize that rules and regulations will be enforced fairly and consistently, satisfactory behavior should result. Counseling when a minor problem is identified early can be used as a function of discipline. Employees must have a clear understanding of what work performance is expected. When performance problems are identified early, additional training can be used to prevent reoccurrence of substandard performance.

Some basic supervision techniques will help in gaining voluntary compliance with departmental procedures. Be sure employees know what is expected of them and be consistent in supervision. Be certain that you as a supervisor know departmental policies and interpret them intelligently for your subordinates. Plan and organize the work of subordinates. Set a good personal example. The supervisor's attitude toward the Department is reflected in the subordinate's attitude.

All supervisors are empowered to administer counseling, remedial training, oral and written reprimands as a means of discipline to those employees under their direct supervision. Progressive discipline above the level of a written reprimand must be issued by the Chief of Police. Generally, employees will accept disciplinary action as justified and fair if it contains the following elements:

- A. Advance Warning - There must be clear warning that a given offense will lead to a known amount of discipline. This means not only that rules must be clearly communicated, but also that your manner of enforcement must be made known in advance. Sudden enforcement of a rule that has been repeatedly violated in the past is almost universally considered unfair. Each time a new rule is established or your enforcement policy is changed, you should communicate the change to your employees.
- B. Immediate Discipline - You should begin the disciplinary process as soon as possible after a rule has been violated. When a violation is followed quickly by discipline, the offending person will associate the discipline with the offense rather than with the person imposing the discipline. Of course, this does not mean that an employee should be judged without full investigation.
- C. Consistency - Discipline that is consistent helps to set limits; inconsistent discipline inevitably leads to confusion and uncertainty. Every individual wants to know the limits of permissible behavior. One way to establish these limits clearly is to discipline those who exceed them.

Consistent discipline does not require that the penalty be determined entirely by the offense, without regard to the personal history and background of the offender. The common practice is to be more lenient on first offenses. You should always consider

JULY 6, 2010

the seriousness and circumstances of the particular offense, the past conduct of the employee, the lapsed time since he was last disciplined, and your handling of similar offense in the past.

- D. Objectivity - Impose all discipline quietly and objectively. Emotional clashes endanger your future relationship with the employee. If the disciplinary action is justified, there is no need to be apologetic or to feel guilty. Although it is understandable that you may tend to avoid the employee or alter your attitude toward him in subtle ways, such shifts should be avoided, since they may well generate corresponding changes in the employee's attitude toward you. Try to make it clear that you assume the employee will not repeat the offense and that the incident is to be forgotten.

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is written in a cursive, flowing style with a large loop at the beginning and end.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

January 24, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Alcohol
Attorney Contact
Code of Conduct
Conduct
Controlled Substance, Standards of Conduct
Driver's License, Officers Required to Possess
Identification, Official Position
Investigations, Interference
Reports, False, Misleading and Inaccurate
Solicitation
Tobacco, Use of On Duty
Weapons, Care

STANDARDS OF CONDUCT**304.00 PURPOSE**

The purpose of this General Order is to establish the standards of conduct and appearance guidelines for sworn and non-sworn Department employees.

304.01 POLICY

A member of the Department will be subject to disciplinary action for the violation of the standards of conduct set forth by the Department herein, for the violation of other rules set out in Police General Orders, for the violation of Special Orders, and for violation of the orders of a superior officer, or for violations of the City Personnel Manual.

304.02 STANDARDS OF CONDUCT**A. ALL PERSONNEL**

1. No employee, sworn or non-sworn, will violate any Federal, State or local law nor will they commit or omit any acts which constitute a violation of any general order, special order, policy, procedure, or orders of the department which pertain to their office or position. Uniformed employees who are charged with or receive a summons for a violation of any law will report it immediately to their supervisor and provide a copy of the summons or court document. A conviction for the violation of any criminal law will be prima fascia evidence of a violation of this section.
2. Personnel will conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the department. Conduct unbecoming an

officer or employee will include that which brings the department into disrepute or reflects discredit upon the officer or employee as a member of the department, or that which impairs the operation or efficiency of the department, officer or employee.

3. All department personnel will notify their immediate supervisor in the event they are served with an injunction or order of protection arising out of any allegation of domestic violence. The employee shall provide a copy of the injunction or order of protection to the Chief of Police.
4. Individuals will report for duty at the time and place required by assignment or order and will be physically and mentally fit to perform their duties. They will be properly equipped so that they may immediately assume their duties. Judicial subpoenas will constitute an order to report for duty under this section, and;
5. Will not feign illness or injury, falsely report themselves ill or injured or otherwise deceive or attempt to deceive any official of the department or the City as to the condition of their health, and;
6. Will not fail to notify a supervisor or commander, when reporting for duty of any recent use or ingestion of potentially behavior influencing prescription material or other medication, and;
7. Will notify his supervisor of a condition which could impair his ability to perform his duties in a safe manner, and;
8. Will not be neglectful of duty, sleep or loaf while on duty, or be improper in performance of duty, to include: incompetence, failure or unwillingness to render satisfactory service. Will, whether requested through appropriate channels or called upon individually, render needed assistance to any other officer/employee in the proper performance of their duty, and;
9. Will not fail to obey the reasonable order of a superior officer, and;
10. Will promptly obey all lawful orders of a superior or orders given via police radio. This will include orders relayed from a superior by personnel of the same or lesser rank.
11. Those who are given an otherwise proper order that is in conflict with a State or Federal law, previous order, rule, regulation or directive, will respectfully inform the superior issuing the order of the previous conflicting order. If the superior issuing the order does not alter or retract the conflicting order, the most recent order will stand. Under these circumstances, the responsibility for the conflict will be upon the superior. Personnel will obey the conflicting

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order and will not be held responsible for disobedience of the order, rule, regulation or directive previously issued.

12. Personnel will not obey any order that they know, or should know, would require them to commit any illegal act. If in doubt as to the legality of an order, personnel will request the issuing superior to clarify the order or to confer with higher authority, and;
13. Will not be insubordinate or disrespectful toward a superior officer, and;
14. Will not abuse a subordinate.
15. Will not engage in conduct detrimental to the public peace or welfare, and;
16. Will not drink any intoxicating beverages while on duty, or while in any part of the department uniform which would readily identify the individual as a member of the Ferguson Police Department, except in actual performance of their assigned duties requiring its use. Personnel will not use intoxicating beverages off duty to the extent that it renders them unable to report for their next scheduled tour of duty or discredits the department. (For purpose of measuring an officer's ability to immediately assume an on duty status, a blood alcohol content of greater than .03 will be considered prima facie evidence of their inability to assume their duties), and;
17. Will not possess, store, or bring into police a facility or vehicle, alcoholic beverages, controlled substances, narcotics or hallucinogens, except in the performance of their official duties or as legally prescribed. When such substances are prescribed for use on duty, personnel will notify their supervisor.
18. Commissioned Officers may use tobacco as long as they are not in formation, and do not have to leave their assignment or post for the sole purpose of doing so, and when not engaged in traffic direction and control. Personnel will not smoke or chew tobacco while in direct contact with the public or while in a city owned vehicle.
19. All personnel will notify their supervisor, or someone else in authority, before leaving their duty post or station for any reason, including illness or injury, and;
20. Will notify their supervisor at once when exposed to a contagious disease, and;
21. Will be responsible for reporting the neglect of duty or illegal conduct by other personnel that may come to their attention, and;

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22. Will be permitted to suspend their assigned duties, subject to immediate call, for the purpose of having meals during their tour of duty, but only for such period of time, and at such places approved by their supervisor, and;
23. Will not borrow, obtain, receive, solicit, or accept any money, securities, property, or other valuable thing or any credit or guarantee of credit either directly or indirectly, from any person under investigation or against whom a complaint has been issued, any person in official custody or free on bail or any relatives or employees of such persons, and;
24. Will not obtain, collect or receive any money, securities, property or other valuable thing from any person or company in settlement for personal injury or property damage incurred in the course of duty or employment, without first having notified the Chief of Police, and;
25. Will not solicit or accept the aid of any person or knowingly permit any person to influence hiring, promotion or transfer on the member's behalf, except by established procedures relating to the request for transfer, and;
26. Will not solicit or accept gifts, gratuities or compensation for service performed in the line of duty, other than that which is paid by the City, unless authorized by the Chief of Police.
27. No employee will use their official position or official identification card or badge for personal or financial gain, for avoiding consequences of illegal acts, or for obtaining privileges not otherwise available to them except in the performance of duty. Personnel will not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police. Personnel will not authorize the use of their names, photographs, or official titles in connection with testimonials or advertisements of any commodity or commercial enterprise without the approval of the Chief of Police.
28. Employees will be courteous to the public and other personnel. Personnel will be tactful, control their tempers, exercise patience and discretion and will not engage in any argumentative discussions even in the face of provocation. In the performance of their duties, personnel will maintain a neutral and detached attitude, without indicating disinterest or that a matter is petty or insignificant. Personnel will not use violent, profane or insulting language or gestures and will not express any prejudice concerning race, religion, politics, national origin, life style, or similar personal characteristics.
29. Department personnel will obtain information in an official and courteous manner and act upon it in a proper and judicious manner within the scope of their duties and consistent with established departmental procedures whenever

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any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, and;

31. Will avoid regular or continuous associations or dealings with persons whom they know are under active criminal investigation or indictment, or who have a reputation in the community or the department for present involvement in felonies or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of other personal relationships.
32. Will not knowingly visit, enter or frequent a house of prostitution, or establishment wherein the laws of the United States, the state or local jurisdiction are regularly violated, except in the performance of duty or while under proper and specific orders from a superior, and;
33. Will utilize department equipment only for its intended purpose, in accordance with established department procedures, which help accomplish and promote the mission and goals of the Department. Officers will not publicly criticize or ridicule the Department, its policies, or other personnel in a manner which is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for the truth. The term "publicly criticize" includes the use of all forms of public media or the use of all Department formats to include: roll calls, written memorandums, departmental computers, and use of the police radio system.
34. Will wear uniforms or other clothing in accordance with established departmental procedures. Except when acting under proper, specific orders from a superior, personnel on duty will maintain a neat, well-groomed appearance and will style their hair so that male officers have a tapered cut, off the ear with sideburns no lower than the middle of the ear. If a mustache is worn, it will be kept trimmed so that it does not extend past the edges of the mouth nor below the upper edge of the lip. Female officers will keep their hair neat and in such a manner so as to not interfere with their duties.
35. Officers have operating telephones and will report any change of number or address to the Office of the Chief of Police within two working days, and;
36. Will treat the official business of the department as confidential. Information regarding official business will be disseminated only to those for whom it is intended in accordance with established departmental procedures.
37. Employees will not knowingly interfere with investigations, assigned tasks, or duty assignments of others and will not directly or indirectly, by threat or bribe, attempt to secure the withdrawal or abandonment of a complaint or charges, and;

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38. Will submit all necessary reports on time in accordance with established departmental procedures. Reports will be truthful and complete. Personnel will not knowingly enter, or cause to be entered, any inaccurate, false or improper information, and;
39. Will not abuse, damage or lose department equipment. All department issued equipment will be maintained in proper order. Loss or intentional damage to department property will be the responsibility of the employee and the employee will be required to reimburse the department in the event of negligent loss or intentional damage.
40. All personnel will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operation of the department which may be asked of them.
41. Officers will possess a valid Missouri operator's license. Will operate official vehicles in a careful and prudent manner and will obey all laws and department orders pertaining to such operation. Loss or suspension of any driver's license will be reported to the Chief of Police within 24 hours.
42. Employees will give their name, rank and DSN to any person requesting it during duty hours, and;
43. Will cooperate fully with the assigned investigators in any internal investigation and will be afforded all rights and protection provided by law, this manual, and city ordinance, and;
44. Will be required to provide information regarding their own internal affair's file only when ordered by a court of competent authority or the Chief of Police, and;
45. Will not seek, sue for or solicit, nor will they accept from any person or agency, any money or other compensation for damages or expenses incurred by them in the line of duty, or for which the member has received sick or injury pay without notifying the Chief of Police in writing, and;
46. Will inform and consult the city's attorney prior to any contact with attorneys representing any third party claim, or claimant against the city, and;
47. Will not seek the influence or intervention of any person for the purpose of personal preferment, transfer, or advancement, and;
48. Will not expend money or incur financial obligations in the name of the Department without prior knowledge and permission from the Chief of Police or his designate, and;

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49. Will upon returning to duty from any leave, vacation or days off, acquaint themselves with all amendments, additions or deletions of the rules, regulations, orders, procedures and other authoritative instructions of the Department which have been issued in their absence, and;
50. No employee will covertly and without consent of the Chief of Police, audio or videotape private conversations between themselves and any other employee(s) of this department.

B. SPECIFIC STANDARDS FOR COMMISSIONED OFFICERS

In addition to the above standards for all employees, officers;

1. Will not mistreat persons who are in their custody. Will handle such persons in accordance with law and departmental procedures.
2. Will use force in accordance with law and departmental procedure.
3. Will not make any arrest, search or seizure not in accordance with law and departmental procedure.
4. Will carry their badges and identification cards on their person while on duty, except when impractical or dangerous to their safety or to an investigation.
5. Will, while off duty, have the option of carrying their official identification card and their badge of office. If the option of carrying their weapon is exercised while off duty, officers are required to carry their identification card and badge.
6. Will carry and use weapons in a careful and prudent manner in accordance with departmental procedures.
7. Will familiarize themselves with, and have knowledge of, all laws of the State of Missouri and the ordinances of the City of Ferguson, which they are required to enforce.
8. Will be equally responsible for the enforcement of laws, ordinances, and police regulations. The delegation of the enforcement of certain laws and ordinances to a particular division of the department does not relieve members of other divisions from taking prompt police action for violations coming to their attention. All officers will take appropriate action and render assistance in any instance coming to their attention whether on or off duty.
9. Will make themselves familiar with the City, including the location of streets, public buildings, hospitals, highways and the boundaries of the City.

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10. Will cooperate with all agencies engaged in the administration of criminal justice, public agencies, and other departments within the City of Ferguson structure, and will give to each all the aid and information that it is entitled to receive.
11. Will not use official position, identification cards or badges: for personal or financial gain, for themselves or any other person, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding consequences of illegal acts.
12. Will not fail to notify the dispatcher at least one hour prior to the appointed time to report for duty when reporting sick or injured.
13. Will not receive money, gifts, gratuities, rewards or compensation for services rendered or expenses incurred, except while engaged in secondary employment, without the consent of the Chief of Police.
14. Will not authorize the use of their names, photographs or titles that identify them as officers, in connection with testimonials or advertisements or any commodity or commercial enterprise.
15. Will truthfully, completely and impartially report, testify and present evidence in all matters of an official nature.
16. Will not cause or procure any person other than a licensed attorney to interfere or to intercede personally or by communication on one's behalf while one is under suspension or under charges; interfering with, or improper conduct with, any person who may be a witness against one while under suspension or under charges, or interfering with or improper conduct with a witness, potential witness, or one in a position to appear in any capacity in any Department hearing or proceeding.
17. The wearing of police uniform is restricted to the service of this Department on assigned duty, or when going to or from duty, unless otherwise authorized by the Chief of Police. Permission to wear the Department's police uniform while engaged in secondary employment must be approved by the Chief of Police. Non-duty activity (e.g., menial tasks, non-emergency simple manual labor) in uniform is inconsistent with the dignity associated with the uniform and is prohibited.
18. No department member, either full or part-time, while on duty or while in uniform that identifies the individual as an employee of the Department will:
 - a. Canvass on behalf of any candidate, political party, or political issue.
 - b. Display a political picture, sticker, badge or button.

- c. Attend a political rally, fund raising function, or other political gathering.
- d. Circulate or sign a political petition.
- e. Serve as an election judge or clerk.
- f. Place, or allow to remain, upon a City vehicle used by the employee in the course of employment any political picture, sticker, badge or button.
- g. Use Department equipment, personnel, facilities or resources to promote or help promote any civic, social, business, or political candidate, or cause without the expressed written consent of the Chief of Police.

304.03 ALCOHOL AND CONTROLLED SUBSTANCE USE, ABUSE

Refer to General Order 308.

The Police Department of the City of Ferguson has a legal responsibility and a management obligation to ensure a safe work environment, as well as a paramount interest in protecting the public by ensuring that its employees have the physical stamina and emotional stability to perform their duties. Restrictions on the use of alcohol and prohibition of the use of controlled substances are outlined in General Order 308.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution: All Department Personnel

1. The first part of the paper is devoted to a general discussion of the problem of the existence of a solution of the system of equations

$$\frac{dx}{dt} = f(x, y, z), \quad \frac{dy}{dt} = g(x, y, z), \quad \frac{dz}{dt} = h(x, y, z),$$

where f, g, h are continuous functions of x, y, z and satisfy the Lipschitz condition.

2. In the second part we consider the case when the functions f, g, h are linear in x, y, z and the system of equations can be written in the form

$$\frac{dx}{dt} = A_1 x + A_2 y + A_3 z, \quad \frac{dy}{dt} = B_1 x + B_2 y + B_3 z, \quad \frac{dz}{dt} = C_1 x + C_2 y + C_3 z,$$

where A_i, B_i, C_i are constants.

3. In the third part we consider the case when the functions f, g, h are quadratic in x, y, z and the system of equations can be written in the form

April 8, 2010

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Bias Based Profiling

Racial Profiling

Traffic Stops

RACIAL / BIAS BASED PROFILING

401.00 PURPOSE

The purpose of this General Order is to state unequivocally, that law enforcement activities that are the result of biased based profiling are not condoned, are unacceptable, and will not be tolerated by the Ferguson Police Department. Biased based profiling is unethical and illegal, and serves to foster distrust of law enforcement by the community we serve. This order will serve as a guideline for police officers to prevent such occurrences and to protect our personnel, when they act within the provisions of the law and this order, from unwarranted accusations. This General Order conforms to all federal mandates and Revised Missouri State Statutes 590.650 and 590.050, associated with encounters between police officers and citizens during traffic arrests, traffic stops and investigative detention.

401.01 DEFINITIONS

- A. **Biased Based Profiling-** Commonly referred to as “racial profiling” is the selection of individuals based solely on a trait common to a group for enforcement action. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- B. **Enforcement Activities-** Activities both on and off-duty, undertaken by police department personnel that arise from their authority related to employment, oath of office, state statute or Federal Law. Activities such as traffic contacts, field contacts, arrests, investigations, asset seizure and forfeiture, and general law enforcement contact with citizens.
- C. **Reasonable Suspicion-** Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that a violation of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This information can be based on observations, training and experience, or reliable information received from credible outside sources.

401.02 POLICY

- A. The Ferguson Police Department respects and protects the rights of every individual and pledges to treat everyone fairly and without favoritism in all enforcement actions.
- B. All investigative detention traffic stops, arrests, searches and seizures of property, including asset seizure and forfeiture efforts, by commissioned police personnel will be based on a standard of "reasonable suspicion" or "probable cause" as required by the Fourth Amendment of the U.S. Constitution and statutory authority.
- C. All investigative detentions, traffic stops, arrests, searches or seizures of property, including asset seizure and forfeiture efforts, based on race, ethnicity, gender, sexual orientation, religious beliefs, disability, handicap or health related conditions, or economical level conducted without probable cause or reasonable suspicion, are strictly forbidden. Officers must be able to articulate specific facts, circumstances and conclusions that support probable cause or reasonable suspicion for the arrest, traffic stop or investigative detention.
- D. Proactive traffic enforcement and stops are an effective and important law enforcement function. Enforcement efforts are critical in saving lives and reducing injuries that are attributed to either drunk driving or individuals that wantonly violate the traffic laws of our state and communities. In addition, traffic law enforcement is an effective tool in gathering evidence, apprehending fugitives and combating illegal drugs, illegal weapons and other criminal activity.
- E. The Ferguson Police Department General Order Manual that has been made available to all employees in both written and electronic form identifies specific procedures to be used during investigative detentions, traffic stops, use of force, search and seizure.
- F. The Ferguson Police Department will investigate all complaints of bias based profiling and will conduct an annual administrative review of statistical traffic, field interview and asset forfeiture data to determine and verify compliance.
- G. Corrective measures will be taken to remedy any violations of this policy. Corrective measures may include but are not limited to, training, counseling, policy review, and discipline up to and including termination of employment.
- H. All sworn officers shall receive annual bias based profiling related training. This training will be conducted and documented by supervisors at the platoon level. Training documentation will be forwarded to the training coordinator. This training may include the viewing of video training tapes, web-based computer courses, or policy review and legal updates related to bias based profiling and is a requirement of the Missouri Law Enforcement Continuing Education requirements.

401.03 PROCEDURE

Revised Missouri State Statute 590.650 requires that certain statistical information be collected and reported for every motor vehicle stop made by a peace officer. This statute covers "traffic" violation stops as well as "suspicious" vehicle stops; the only exception listed in the statute is a lawfully conducted sobriety checkpoint or road block. The mandatory collection of this information **pertains only to the driver of a vehicle, and not to any of the passengers** (except for the overall number of passengers). The following section lists the procedure for collecting and reporting this information.

- A. When you get into the "LEWEB" you will find separate tabs marked "REJIS" and "TRAFFIC ANALYSIS" and then "INQUIRY". Officers are responsible for entering the racial profiling data into the "LEWEB SYSTEM" for analysis and collection.
- B To make a racial profiling entry, just click on the "INQUIRY" tab and answer every question. There is a single page that needs to be completed requiring the following information from every vehicle stop:
 - 1. DRIVER'S RACE / MINORITY STATUS: (Based on **visual observation only** - you're not supposed to ask the driver).
 - 2. DRIVER'S AGE -DRIVER'S SEX
 - 3. ALL STOPS WITH: SEARCHS - ARRESTS
 - 4. ALLEGED VIOLATIONS?
 - 5. CATEGORY: TYPE OF MOVING VIOLATION
 - 6. RESULT OF STOP. (**Check all that apply, and more than one box may be checked**)
 - 7. STOP LOCATION: Contrary to what this box implies, this is the location
 - 9. PROBABLE CAUSE:
 - 10. SEARCHED WHAT?
 - 11. SEARCH DURATION?
 - 12. CONTRABAND FOUND? Check all that apply.
 - 13. WAS DRIVER ARRESTED?

April 8, 2010

- C. The Regional Justice Information Service (REJIS) is responsible for compiling, auditing and submitting the annual racial profiling data to this Department. This Department reviews the annual profiling data and then the Administrative Assistant to the Chief of Police forwards the information to the Missouri Attorney General no later than March 1st of each calendar year as required by statute.

By order of:

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

November 23, 2010

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Push Bumpers

Vehicle Assignments

Weapons, Vehicle Maintenance Removal

PUSH BUMPERS**402.00 PURPOSE**

The purpose of this General Order is to establish a procedure for the use of push bumpers.

402.01 POLICY

"Push Bumpers" installed on Department vehicles will only be utilized under the following circumstances.

- A. In an emergency situation, when a vehicle is stalled and poses a danger to other traffic.
- B. The vehicle will be pushed to the side of the roadway, only the distance necessary to clear the traffic lane(s) and only if the driver of the vehicle is present.
- C. The operator of the vehicle being pushed will be informed that the vehicle's transmission must be in a neutral position, emergency brake released and the operator provided with complete instructions of where and by what route the vehicle is to be pushed. All turning movements must be gradual as to maintain proper contact with push bumpers.
- D. Prior to actually pushing the vehicle, the officer will visually confirm that the push bumper safely makes contact with the bumper of the vehicle being pushed.
- E. Vehicles having possible damage to the steering mechanism will not be pushed.
- F. Vehicles will be pushed only if no damage will result to either vehicle or surrounding property.
- G. Only passenger cars and light trucks will be pushed.
- H. Vehicles will not be "push started" with the "Push Bumper."

November 23, 2010

- I. Officers will use the Low Range "L" of the unit's transmission and will not exceed five- (5) mph when pushing another vehicle.
- J. Prior to pushing a vehicle, officer will complete a "Permission & Waiver for Car Push" form and have driver review and sign form. The Waiver form will be submitted in the usual manner, and forwarded to the Record Section for filing.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is fluid and cursive, with the first name "Colonel" written in a smaller, more formal script than the last name "Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

February 14, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Criteria for Emergency Vehicle Response

Emergency Vehicle Operation

Routine Vehicle Operation

Supervisor, Mandatory Response to Calls

RESPONSE TO ROUTINE AND EMERGENCY CALLS**403.00 PURPOSE**

The purpose of this General Order is to establish procedures for the response of officers and supervisors to routine and emergency calls and the use of department emergency vehicles. Additional guidance can be found in General Order 405.00 *Vehicular Pursuit Policy*.

403.01 POLICY

Public safety and protection of human life are our paramount concerns. A need to apprehend a law violator or to respond to a location or situation does not normally justify creation of a new or additional risk of injury or death to police officers or others. Occasionally, the need to apprehend the serious criminal or to provide emergency services may justify driving outside normally applicable law and rules of the road. However, State law creates only limited exceptions for emergency vehicle operators. It is the policy of this Department that police vehicle operation shall be within the law and vehicles shall be operated in a reasonable manner and with due regard for the rights and safety of others. Irresponsible, careless and reckless driving is prohibited and will not be tolerated. Police vehicle operation shall be at all times consistent with the concept of "reasonable safety" and with all other requirements of this Order.

When operating a police vehicle on routine patrol or in response to non-emergency calls officers must obey all traffic laws and operate vehicles with due care and caution. All occupant safety devices shall be utilized by the driver and all passengers. When on an emergency assignment, officers must place the protection of human life above all other considerations. Operating police vehicles in a manner or at a speed in which the officer does not have sufficient control of the vehicle to insure the safety of people is strictly prohibited, regardless of the circumstances. When on an emergency assignment, an officer will operate the police vehicle according to procedures contained in this Order.

403.02 DEFINITION

Emergency Vehicle: Missouri State Statute requires that the red light and siren must be in operation in order that a police vehicle may be considered an emergency vehicle and therefore exempt from traffic regulations, whether in a pursuit or responding to an

emergency assignment. When only the red lights or only the siren is being used, the vehicle is not classified as an emergency vehicle and the operator must obey all traffic laws.

403.03 GENERAL RESPONSE PROCEDURE

- A. The Ferguson Police Department classifies all calls for service as routine requiring non-emergency response unless the following conditions are met:
 - 1. Call for service is of medical life saving concern;
 - 2. Call for service is for an accident with injuries unknown;
 - 3. Call for service is a dangerous felony in progress;
 - 4. Call for service is to assist police or fire personnel in need of aid.
- B. Any commissioned officer in an authorized emergency vehicle may activate emergency lights and siren only when it is reasonably necessary to accomplish one of the following:
 - 1. To prevent the commission of a crime dangerous to life (i.e., robbery in progress, shooting, flourishing gun);
 - 2. To provide emergency assistance to persons exposed to an imminent threat of death or serious physical injury (i.e., accident with injury, hazardous material spill);
 - 3. To apprehend a person(s) who is committing a felony offense (i.e., burglary in progress);
 - 4. To avert or minimize the effect of a public catastrophe or emergency involving the threat of major property damage (i.e., major fire at a commercial building);
 - 5. To stop a traffic violator to take enforcement action;
 - 6. To stop a vehicle, based on reasonable suspicion, to conduct further investigation;
 - 7. To initiate a pursuit that meets all criteria set forth in General Order 405.
- C. Although authorized emergency vehicles are exempt from traffic regulations and entitled to right-of-way, a commissioned officer operating as an authorized emergency vehicle is required to exercise reasonable care, under the circumstances of the emergency situation, to prevent injury to himself or others. Subject to the

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provisions of this General Order, the driver of a police vehicle may, in an emergency situation:

1. Proceed past a red light or stop sign. Upon approaching an intersection controlled by traffic signals, or any other location at which there is an increased likelihood of a collision, the driver of any authorized emergency vehicle shall, prior to entering the intersection, or upon the approach to any other such location where there is an increased likelihood of a collision, reduce the vehicle's speed so as to avoid a collision with another vehicle or pedestrian.
 2. Exceed the posted speed limit, provided that life or property is not endangered.
 3. Disregard traffic laws governing direction of movement or turning, provided that it can be done in a safe manner without danger to anyone.
 4. Park contrary to traffic regulations.
- D. An officer will use discretion in the continuous use of the siren. Under certain circumstances, such as when nearing the scene of an incident such as a "burglary in progress", "prowler", or "hold-up in progress", the officer will refrain from the excessive use of the siren to avoid alerting the offender to the approach of the police, unless it is apparent that someone is injured. When responding to emergency calls that involve multiple emergency vehicles (such as "officer in need of aid"), officers will use extreme care and when approaching the scene, they will operate their sirens in such a manner to enable them to hear other responding units.
- E. Officers will use discretion in blocking traffic lanes after stopping traffic violators. If possible the officer will have the violator move his vehicle to the curb lane, road shoulder, or around the corner, so that the vehicle of neither the violator nor the officer blocks a traffic lane.
- F. Upon arriving at the scene of an emergency, the officer will turn off his red roof light, except when necessary to prevent a traffic hazard, etc.

403.04 INCIDENTS REQUIRING PRESENCE OF A SUPERVISOR

Occasions exist when the physical presence of a supervisor is mandatory. Shift supervisors will be notified, proceed to, and assume command until properly relieved of the following types of incidents:

- A. Serious injury to a police officer.
- B. Accidents involving a police vehicle, especially if an officer is injured, other persons are injured, or major damage is involved.

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- C. All sudden deaths; homicide, suicide, traffic crash death, accidental death and natural deaths to include those occurring in skilled nursing facilities.
- D. Major crimes to include murder, bank robbery, heinous crime, and assault where death may occur. Further guidance found in GO 433.00
- E. Barricade or hostage situation.
- F. Disasters, catastrophes, or severe weather producing emergency conditions.
- G. Serious complaint or incident involving a police officer.
- H. Incidents where officer(s) were required to use physical force to apprehend a suspect requiring a department Use of Force Report Form 80.
- I. Serious accident, injury or incident involving city personnel or property.
- J. Any other incident where shift supervisor is requested.

403.05 TRAINING REQUIRED

All personnel who operate police department vehicles shall do so only after completing emergency vehicle operation training. This training shall initially be part of the police academy recruit training. Personnel who operate police department vehicles shall continue to receive emergency vehicle operation training on an annual basis.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Ambulance

Death Notification

EMS Ambulance

Medical Examiner Notifications

Transportation, Sick or Injured

TRANSPORTING SICK OR INJURED PERSONS AND DEATH NOTIFICATIONS

404.00 PURPOSE

The purpose of this General Order is to establish procedures for transporting sick or injured persons in emergency situations by Department personnel and guidance for making emergency and death notifications when required. Notifications for Ferguson Police personnel are outlined in GO 205.

404.01 EMERGENCY TRANSPORTATION OF SICK OR INJURED PERSONS

When an ill or injured person must be transported to a hospital, the following guidelines are provided:

- A. EMS personnel will be requested for all sick and injury cases.
- B. Providing escorts for ill or injured persons who are passengers in private civilian vehicles is prohibited.
- C. Private civilian vehicles will be prohibited from following the ambulance or police vehicle in an escort type situation. If the driver of the vehicle so desires he may accompany the ill or injured person in the EMS ambulance or police vehicle.

404.02 EMERGENCY AND DEATH NOTIFICATIONS

- A. Emergency or Next-of-Kin Messages
 - 1. This department will respond to requests from hospitals and other government agencies to deliver emergency messages pertaining to a death, serious injury, or serious illness. Other emergency notification requests may be handled at the discretion of the watch commander.
 - 2. Notifying next-of-kin in a case where there is a death, serious injury, and/or serious illness can place the officer in a delicate and uncomfortable situation. The following procedures should be utilized whenever possible and practical:
 - a. Dispatchers should obtain complete callback information to verify the legitimacy of the notification request, if necessary, and to provide

January 31, 2011

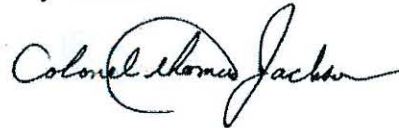
pertinent information about the situation in order to assist the relative receiving the message.

- b. Notification should be made as promptly as possible.
- c. Although some injury or illness notifications can be made by telephone, all death notifications should be made in person. Two officers should be dispatched on death notifications.
- d. Upon making a death notification, the officers should offer assistance to the next-of-kin in contacting a relative, close friend, and/or minister.
- e. The person receiving notification should be advised of the appropriate names and phone numbers to contact for additional information (i.e.: the requesting hospital or law enforcement agency).

B. Medical Examiner

The medical examiner's office will be notified in all situations where an officer responds to a location where a death has occurred. The name of the victim, location, telephone number and any preliminary facts pertaining to the death will be given to the medical examiner or his designated investigator. *(Additional guidance is found in GO 433.02)*

By order of:



Distribution
All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Caravanning
Emergency Vehicle, Pursuits
Firearms, Pursuits
Paralleling
Pursuits
Ramming
Reports, Pursuit
Roadblocks

VEHICULAR PURSUIT POLICY

405.00 PURPOSE

The purpose of this General Order is to establish the policy and procedure for vehicular pursuit situations and to stress that the responsibility and necessity to affect the arrest must be balanced against overall consideration of both officer safety and public safety.

405.01 POLICY

Pursuits represent a dangerous and difficult task that receive much public and legal scrutiny when accidents, injuries, or death result. Pursuing officers and supervisors must justify their actions and, once they have decided to pursue, continuously evaluate the safety of their actions.

A vehicle pursuit may be initiated in order to effect the capture or prevent the escape of a law violator when all of the following criteria are met:

1. the suspect committed or attempted to commit a felony; and
2. the crime involved the **use or threatened use of deadly force**; and
3. there is a substantial risk that the fleeing violator will cause death or serious physical injury if apprehension is delayed.

Pursuing officers shall not pull alongside of or in front of a fleeing motorist in an attempt to force the subject off of the roadway or into a curb, parked vehicle, or any other obstacle, **nor shall any attempt be made to ram the fleeing vehicle**, unless such action is necessary for the preservation of life, and at such time the use of deadly force is justified as defined in General Order 410.00.

405.02 DEFINITIONS

- A. **"Emergency Vehicle"** Both the red light and siren must be used at all times when in pursuit by marked police cars. Police vehicles not so equipped will not engage in pursuits. Only authorized marked emergency vehicles may pursue or be used as a primary or secondary unit in a pursuit.
- B. **"Pursuit"** - An attempt by a police officer driving an emergency vehicle to apprehend the occupants of a moving vehicle who are knowingly evading arrest by increasing the speed of a vehicle and by purposely ignoring the police officer's direction to stop. This definition **does not** include the driver who may simply be unaware of the officer's attempt to stop him.
- B. **"Paralleling"** - The operation of police units parallel to the pursuit route.
- C. **"Caravanning"** - The operation of police units in a line or alongside each other in a pursuit situation.
- D. **"Ramming"** - The intentional striking of a fleeing vehicle with a police vehicle with the intent to stop. The use of forcible stops such as ramming are a last resort measure and should be used only when the use of deadly force is justified.

405.03 PRIMARY UNIT RESPONSIBILITIES:

The primary unit (unit initiating the pursuit) will be responsible for the following:

- A. Announcing the initiation of pursuit;
- B. Immediately advising the dispatcher of the following information that is known.
 - 1. Direction of travel and what roadway;
 - 2. Identification of vehicle, (year, make, model, color, license information, etc.)
 - 3. Reason for pursuit;
 - 4. Number and description of occupants;
 - 5. Other information that may help terminate the pursuit or resolve the incident.
- C. The dispatcher will serve as the controller for all radio messages relevant to the pursuit.
- D. The dispatcher will immediately broadcast all available information relating to the pursuit on all channels.
- E. The supervision of the pursuit rests with the supervisor or watch commander on duty.

- F. The number of the police vehicles involved in the pursuit will be limited to two vehicles, a primary and secondary unit, unless additional units are directed to participate by the dispatcher or supervisor.
- G. Additional units may be requested by the primary or secondary units.
- H. Officers will not leave their areas to become involved in a pursuit unless directed to do so by the dispatcher or supervisor. No other cars will respond to the point of termination unless directed to do so by the dispatcher or unless there is a broadcast "officer in need of aid" situation.

405.04 SECONDARY UNIT RESPONSIBILITIES:

The secondary vehicle will be responsible for the following:

- A. The secondary unit will maintain a safe distance behind the primary unit, taking care to maintain a safe stopping distance for evasive action but maintaining visual contact.
- B. The secondary unit will not pass the primary unit unless requested to pass the primary unit and assume the primary unit role.
- C. In the event that the primary unit experiences mechanical problems or is otherwise unable to continue, the secondary unit will become the primary unit and another nearby unit will be assigned to assume the secondary unit responsibilities.
- D. The secondary unit will immediately comply with an order to terminate the pursuit.

405.05 OVERTAKING VIOLATORS:

Once a pursuit has been initiated, the responsibility for the decision to overtake rests with the individual officer. In arriving at this decision, the officer must carefully consider all factors involved, including the seriousness of the offense, and most importantly, the safety of the officer and the general public.

- A. To diminish the likelihood of a pursuit, officers intending to stop a vehicle should, when practical, be within close proximity of the vehicle prior to activating the emergency lights.
- B. A driver who is suspected of operating a motor vehicle in an intoxicated condition may not realize that an officer is attempting to stop him. An officer who is following a driver that is not yielding to the officer's emergency lights and siren, but otherwise is not taking any overt action to avoid apprehension (i.e. excess acceleration, high speeds, obvious attempts at evasion, etc.), **is not in pursuit** of the vehicle for purposes of this policy.

405.06 ROADBLOCKS:

- A. Due to the geographical boundaries of Ferguson and the extreme danger of roadblocks, stationary roadblocks are prohibited.
- B. Officers will not deploy rolling roadblocks to terminate a vehicle pursuit.

405.07 USE OF FIREARMS:

Firearms may be discharged in the direction of a vehicle if the occupants of the vehicle represent a direct and immediate threat to the life or safety of the officers or others.

405.08 PURSUIT OF VEHICLE INTO ANOTHER JURISDICTION:

- A. Pursuit of a vehicle into another jurisdiction will ONLY be made when the driver or occupant is wanted on a felony charge meeting the criteria spelled out under 405.01. The restriction above does not prohibit officers from entering another jurisdiction to affect routine stops for car checks or traffic violations which originate within the City of Ferguson.
- B. When it appears that a pursuit may enter another jurisdiction, that police agency will be immediately advised of the pursuit and all pertinent information, including the charge(s) for which the vehicle is being pursued.

405.09 FELONY CHARGES - OTHER STATES:

If an officer of this Department pursues a person across a State line and the person is arrested, the officer will request that the person be held pending application for an at-large warrant. An at large warrant should be applied for as soon as possible with a police report being prepared and extradition proceedings being started.

405.10 TERMINATION OF THE PURSUIT:

Pursuing officers and the pursuit supervisor must consider the present danger, seriousness of the crime involved, length of the pursuit and the possibility of identifying the suspect at a later time when determining whether or not to continue the pursuit. Such things as speed of vehicles, weather conditions, presence of other traffic, amount of maneuvering, condition of the police vehicle and roads are all factors that need to be evaluated in determining the present danger of the pursuit. A pursuit may be terminated only by:

- A. The primary pursuing unit; or
- B. The immediate supervisor of the primary unit; or the

- C. The dispatcher, whenever there is any radio interference with transmission during a pursuit that would endanger the welfare of the officers involved.
- D. Any Command Rank Officer.

NOTE: If the occupants of the pursued vehicle are known, consideration should be given to terminating the pursuit and affecting the arrest at a later time.

ONCE A PURSUIT IS TERMINATED, IT WILL NOT BE INITIATED AGAIN BY ANOTHER OFFICER OR SUPERVISOR UNLESS OTHER SERIOUS DEVELOPMENTS OCCUR THAT WOULD WARRANT PURSUIT TO BE INITIATED AGAIN. ALL RADIO TRANSMISSIONS PERTAINING TO THE ACTUAL PURSUIT BY THE DISPATCHER WILL BE TERMINATED.

- E. If additional information is obtained that warrants the pursuit be initiated again, the new information will be broadcast by the dispatcher and the pursuit supervisor will be responsible for coordinating any further search for the vehicle and suspects.
- F. When advised that the pursuit has been terminated, the dispatcher will broadcast that information to all units, and will so advise any surrounding jurisdictions that have been alerted.

405.11 PURSUIT BY OFFICERS FROM OTHER JURISDICTIONS:

If a pursuit is made into the City of Ferguson by another jurisdiction:

- A. The dispatcher will contact them to determine the reason for the pursuit.
- B. Ferguson units may assist in the pursuit of the vehicle if;
 - 1. the occupant(s) are wanted for felonies that meet the criteria set forth in 405.01, and
 - 2. there is only one unit from the other jurisdiction actively pursuing the vehicle.
- C. The nearest available car will become a secondary unit and will immediately report this action to the dispatcher.
- D. The dispatcher will notify all units of the pursuit and its progress.
- E. If the reason for the pursuit does not meet the criteria set forth in section 405.01, Ferguson officers **will not** actively pursue the suspect but may assist by stopping traffic, closing roads etc.

- F. As a general rule, all persons arrested in the City of Ferguson as a result of a pursuit into the City from another jurisdiction, will be booked on fugitive charges, if requested by the pursuing officer(s).
- G. If authorities pursue a subject into this jurisdiction, for other than a felony violation, the following procedures will be followed:
 - 1. After the pursued vehicle has been stopped the investigating officer will, if any violations are observed in this jurisdiction, issue the detained subject the appropriate traffic summons and/or book the subject if deemed necessary. In the event no violations are committed or witnessed by the involved officers, the subject will be stopped and a complete pedigree, license and vehicle information obtained on the detained subject. A wanted check then will be made on the vehicle and detained subject.
 - 2. If there are no wanted(s) or violations, the investigating officer(s) will instruct the detained subject that all of the above information pertaining to his identity and vehicle will be provided to the agency who initiated the pursuit.
 - 3. If circumstances dictate, the initiating agency may be requested to respond to the scene and the information will be provided them at that time. Officers of the involved agency may issue summons or citations to the detained subject at that time, request the subject be booked fugitive, or permit the subject to continue on his way. The reporting officer will incorporate this information into the police report.
 - 4. The reporting officer will prepare a Memorandum Report reflecting the circumstances involved and include all the information obtained on the detained subject and vehicle. A copy of the report will be mailed to the involved agency.

405.12 REPORTING AND ADMINISTRATIVE REVIEW:

- A. The supervisor will respond to the termination point of ALL pursuits by Department personnel to insure that all necessary assistance is rendered, investigation conducted and incident reports made. The supervisor will prepare FPD Form 080P Field Data Form and forward it to the Chief of Police before completion of the watch detailing the circumstances of the pursuit, even if the pursuit was terminated.
- B. The communications supervisor shall prepare and forward a copy of the audio tape of the pursuit to the Chief of Police.
- C. The Chief of Police will conduct an annual administrative review of all pursuits. These reviews may reveal patterns or trends that indicate training needs and or policy modification.

C. This General Order will be reviewed annually or as need when situations warrant.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is fluid and cursive, with the first name "Colonel" written in a smaller, more compact script than the last name "Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution: All Department Personnel

100-25-201-10-1

This document will be reviewed annually or more often as needed.

100-25-201-10-1

100-25-201-10-1

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Officer Responsibility, Reports
Reports, General
Supervisor Responsibility, Reports
Supplemental Reports

POLICE REPORT PROCEDURES

406.00 PURPOSE

The purpose of this General Order is to establish procedures, which will ensure accountability for report numbers, writing of police reports and filing of reports.

406.01 POLICY

Reports will be generated in computer data format using the Departments Information Technologies Inc. system (I.T.I.). The exception to this will be those forms required by the State of Missouri to be completed in paper form. In order to guarantee that all reports are being written, forwarded and filed properly, the procedures outlined in this General Order will be used.

406.02 REPORTS

A. When Required: Officers are required to complete written police reports when the following incident(s) are reported:

1. violations of law or ordinance
2. arrests for any charge
3. use of force
4. motor vehicle traffic crashes as defined in General Order 486.00
5. protective custody
6. damage to city property
7. any situation which may result in civil action or complaint against the department

B. Forms to be used in field reporting: The police department utilizes the Information Technologies Inc. system (I.T.I.). All police incident reports and supplemental investigation reports will be written using the system. Some reports required by outside agencies are not part of the system and must be completed in paper form. These reports include the Alcohol Influence Reports, traffic summons, St. Louis County Evidence Receipt and detention forms. These paper reports are not in lieu of but in addition to a report created in the I.T.I. system.

April 8, 2010

- C. Information required in reports: The I.T.I. computer report system has required fields for data entry. In addition to completing these fields, an officer's narrative as to the nature, facts and officer actions are required in all reports.
- D. On certain types of minor incidents designated by the department, the officer may report the facts solely in the C.A.D. system.

406.03 POLICE OFFICER'S RESPONSIBILITY - Original Incident Reports

- A. Whenever an officer makes an arrest, responds to a call that requires a report or otherwise conducts an investigation, which requires a written report, he will obtain a "report" number from the dispatcher.
- B. The officers are held accountable for submitting a report for every report number they requests.
- C. Generally, officers are to submit their completed reports to their supervisors for *approval prior to terminating their tour of duty. This is accomplished by radio or e-mail notification to the supervisor that a numbered report is ready for supervisor review in the I.T.I. system.*
- D. Any report which involves a physical arrest MUST be submitted prior to the officer terminating his tour of duty.
- E. Officers will not be allowed to hold any unfinished reports on their last workday prior to their days off, a holiday off, or prior to their vacation.
- F. The officer, with the supervisor's approval, is allowed to submit a report the next day if the officer will be on duty and if there were extenuating circumstances, which did not allow him to complete the report on time.
- G. It is imperative that an officer handling an assignment makes the dispatcher aware of the exact nature of that assignment.
- H. Officers will scan attachments (i.e. photo, statements etc.) directly into the report through the I.T.I. system.
- H. If an officer finds that the nature of his assignment as dispatched is erroneous, he will reclassify it to its true nature and prepare the proper written report, or indicate the appropriate disposition code for his reclassified assignment. For example, an officer receives an assignment for an assault, which he determines is actually an accidental injury, would advise the dispatcher: "Reclassify my last assignment to an accidental injury."

April 8, 2010

- I. In the event that an officer has prepared a report on an incident and later discovers or is advised by a supervisor that the incident should be classified differently, the officer must make the appropriate reclassification.
- J. If an officer is not trained on the I.T.I. system, he may write his report by hand and forward it to the records division who will enter it into I.T.I. After entry, the officer will review the records entry in I.T.I. and advise his supervisor that the report is ready for approval.

406.04 OFFICER'S RESPONSIBILITY - Supplemental Reports

- A. Supplemental reports are reports written concerning an incident which has occurred in our venue and for which an original report number has already been issued.
- B. Supplemental reports should be written for the following:
 - 1. Additional information obtained concerning an original incident which has already been reported to our Department.
 - 2. All warrant applications.

406.05 SUPERVISOR'S RESPONSIBILITY:

- A. Supervisors will ensure that reports are submitted on time and with all required attachments.
- B. Supervisors will ensure that any reports returned for corrections are submitted the next day unless approved otherwise by the supervisor.
 - 1. The supervisor is responsible only for reports written by his officers during his watch.
 - 2. At the completion of the watch, the supervisor will indicate approval of the reports in the I.T.I. system. Paper attachments to I.T.I. reports will be logged on FPD Form 145 *Police Report Transmittal Sheet* and submitted to the records clerk, signed by the supervisor, and listing each of the report attachment numbers. (If reports are hand written, then they too will be logged with the attachments and sent to records for entry into I.T.I. Once entered, the officer reviews the report, the supervisor approves it and the report is returned to the Records Division.)

406.06 WARRANT DISPOSITIONS, REJIS ENTRIES:

Types of Dispositions - When a police officer handles any radio assignment he must, upon completion of the assignment, enter the disposition of the assignment by mobile laptop. Any officer without C.A.D. accessibility shall advise the dispatcher of the disposition of the radio assignment. The following are the only acceptable dispositions:

- A. **REPORT** - An incident, accident, or offense has occurred and an official police report will be completed and filed.
- B. **NRN (No Report Necessary)** - An incident or accident has occurred which may require police service but does not require preparation of a police report. The primary officer will enter a narrative into the C.A.D. indicating his actions, names, addresses, statements etc. for future consideration or incidences.
- C. **G.O.A. (Gone on Arrival)** - An incident, accident, or offense may have occurred but the assigned officer is unable to locate a person reporting the incident, victim, witness, perpetrator, or evidence to substantiate further investigation. No police report will be prepared at this time. The primary officer will enter a narrative into the C.A.D. indicating his actions, names, addresses, statements etc. for future consideration or incidences.
- D. **UNFOUNDED** - An incident, accident, or offense has not occurred and no police report will be written. A diligent appraisal by the assigned officer has determined that no police service is required.

If, after arrival, the officer discovers the original call must be reclassified, he will advise the dispatcher of the reclassification and then give one of the above listed dispositions. (EXAMPLE: The original call was received as a Burglary In Progress, the officer arrives and determines the call to be a prowler, he will advise the dispatcher, "Reclassify to a 'Prowler', GOA" or whatever disposition is applicable. The dispatcher will make the necessary changes/modifications to the Computer Aided Dispatching (C.A.D.) system. The officer assigned to the call will reflect the final determination and disposition of the original call and will complete notes on the C.A.D.)

General: A report is not complete unless all attachments relative to an incident are attached. Attachments, which must be attached to their respective reports, include copies of:

- 1. Checks (both sides)
- 2. Ten-Day Letters
- 3. Warning and Waiver Forms

The above three categories require the originals to be placed into evidence; photocopies should be attached to police report and forwarded to Records

- 4. Yellow copy of Evidence Receipts/Property Release Forms
- 5. Prosecution Refusal Forms
- 6. City Summons
- 7. Bond receipt (yellow copy)
- 8. Towed Vehicle Receipts
- 9. Warrant Application/Supplement Forms

April 8, 2010

Warrant arrest made **for other jurisdictions** do not require a written supplement. The booking sheet alone will suffice as a report.

406.07 ORIGINAL REPORT - PROPERTY VALUATION:

- A. Officers writing reports will attempt to obtain a total value of the stolen property for the original report and record that value of stolen property in the I.T.I. system.
- B. Officers writing crime reports where property was recovered will record the value of recovered property.
- C. Supplemental reports regarding stolen or recovered property will reflect the total value stolen or recovered.

406.08 DETECTIVE RESPONSIBILITIES:

Police Reports should only indicate facts and observations. Any information that reflects suspicions or assumptions should be put onto a memorandum to the detectives.

When an officer's investigation leads to the identification of a suspect and probable cause to arrest the subject(s) for a specific charge is established, the officer will have a wanted or vehicle reference number entered into the REJIS system by the Communications Section, **AFTER OBTAINING THE WATCH COMMANDER'S APPROVAL**. The computer entry will be documented in the original or supplemental report and will include the information on the entry, the dispatcher who entered it and the date and time it was entered.

If probable cause to arrest is not fully established no wanted is to be placed in the computer.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution:

All Department Personnel

Wright, James H. 1911. The history of the city of St. Louis, Missouri, from its first settlement to the present time. 1911.

Reprinted from the original edition, published by the author in 1911.

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St. Louis, Missouri

January 11, 2012

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Canine Units
Communication
Coverage-Schedule
Field Interviews
Notification of Next of Kin
Patrol Investigations
On-Scene Supervisor
Victim Notification and Services Mandates

PATROL**407.00 PURPOSE**

The purpose of this General Order is to establish procedures for the Patrol Division as it is the primary policing function of the Department. This function is quite general and covers a wide array of services, responsibilities, duties and activities.

407.01 COMMUNICATION, COORDINATION AND COOPERATION

- A. The Department has a written directive that establishes procedures for the communication, coordination and cooperation between patrol shifts and between patrol shifts and other components of the agency. The roll call shift briefing should accomplish the following four basic tasks: briefing officers with information regarding daily patrol activity, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives, if any; notifying officers of changes in schedules and assignment; notifying officers of new directives or changes in directives; and evaluating officer readiness to assume patrol.
- B. When available the supervisor from the previous shift shall attend the oncoming role call to pass on pertinent information. When available the supervisor from Communications should attend the roll call meetings. When activity permits, he will authorize a communications operator to participate in roll call. All relevant information gathered at roll call will be forwarded to communication operators who were not in attendance. Detectives will attend the uniform officer's roll call sessions in an effort to provide potentially valuable information to the Division of Field Operations. The Bureau of Investigations shall provide Field Operations with pertinent information of on-going investigations. This will enhance a more cohesive relationship between the Division of Field Operations and the Bureau of Investigations.

- C. For additional information on Communication, Coordination and Cooperation see *G.O. 469.00 Roll Call Procedures*.

407.02 COVERAGE, PATROL SHIFTS AND SCHEDULES

Patrol Staffing. The division commander is responsible for maintaining adequate squad manpower to ensure that all patrol duties can be accomplished.

- A. Guidelines. Minimum staffing should take into account officers on days off, vacation, schools, etc. When the four patrol sectors are filled, extra officers may be used for additional assignments such as traffic enforcement, bicycle patrol, directed patrol, training or other duties at the discretion of the watch commander. These duties will be assigned in a fair and equitable manner. Minimum staffing indicates the number of personnel that are expected to report for duty on a particular day, not necessarily the number of personnel scheduled to report for duty.

1. The following preferred minimum staffing requirements have been established for the Patrol Division to ensure adequate coverage and fulfillment of its mission and objectives.

2. 1st watch – No Less than six (6) officers on duty,
one (1) supervisor and five (5) patrol officers.

2nd watch – No less than six (6) officers on duty.
one (1) supervisor five (5) patrol officers until 3:00 AM
and Four (4) patrol officers thereafter.

3. Exceptions to the previously stated requirements will be at the discretion of the watch commander, with the approval of the Division of Field Operations Commander, and should be limited to cases involving extenuating circumstances.

4. All lieutenants and sergeants vacations will be coordinated through the Commander of Field Operations. Only one lieutenant or sergeant on a squad will be scheduled off on any given day.

5. Vacations for officers in each rank, Lieutenant, Sergeant, and Police Officer are picked based on seniority, in grand. Officers may select a maximum of seventy-two (72) hours for their first pick but must pick a minimum of twenty-four (24) hours. After the first pick process is completed, a master list of vacations will be posted and officers may pick additional vacation hours or request vacations where openings are available. Picking additional hours will also be done by seniority in grade. All vacation hours selected may not be changed without approval of the division commander.

January 11, 2012

B. Assignment to patrol areas. To provide accountability for law enforcement services in the City of Ferguson, all patrol sectors must be staffed. Officers may be assigned permanent patrol areas at the discretion of the Division Commander.

C. Rotation and Schedule

Patrol division officers will be assigned to a twelve (12) hour rotating shift based on a 28 or 56 day cycle. Each Squad will work a twelve (12) hour shift, rotating between the two (2) shifts every four to eight weeks. Due to the rotation schedule, every two weeks each officer will work one (1) eight abbreviated shift in lieu of one (1) twelve (12) hour shift.

D. Roll call and Relief Procedures.

1. On coming officers will be present and attend roll call at the beginning of each shift unless excused by competent authority. Roll call will commence for the upcoming tour of duty at 0624 hours for the day watch, and 1824 hours for the night watch.

2. Roll call is conducted by the supervisor and /or the shift commander. Roll call will accomplish at a minimum the following four (4) basic tasks:

a. Briefing officers with information regarding daily patrol activity with particular attention given to unusual situations and changes in the status of wanted persons and major investigations;

b. Notifying officers of changes in schedules and assignments;

c. Notifying officers of new directives or changes in directives;

d. Evaluating each officer's readiness to assume patrol.

3. Upon completion of roll call each officer will then proceed to their assigned vehicle and inspect it for cleanliness, unreported damage and all required equipment. Any discrepancies will immediately be reported to a supervisor.

For additional information on Coverage, Patrol Shifts and Scheduling *see G.O. 200.00 Daily Assignments and Monthly Work Schedules.*

407.03 ON-SCENE SUPERVISOR

The Department has a written directive that describes the circumstances requiring on what occasions the physical presence of an on-scene supervisor is mandatory. During these times the shift supervisors will be notified, proceed to, and assume command until properly relieved. For additional information *see G.O. 403.00 Response to Routine and Emergency Calls.*

407.04 INVESTIGATIONS

- A. The scope of a preliminary investigation by a uniformed officer may be very restricted or it may constitute the entire investigation of the offense. In a particular crime, the scope of the preliminary investigation may be limited by investigative policy, and in all cases it is limited by an officer's assignment workload. An officer should continue the preliminary investigation with the intention of finalizing or clearing the offense until it is determined that the investigative resources are exhausted and it is more appropriate to forward the reported offense to the Bureau of Investigations.
- B. The preliminary investigation made at the scene is to include, but not be limited to:
 - 1. Visual observation of the crime scene;
 - 2. Interviewing the victim/s;
 - 3. Collection and preservation of physical evidence including:
 - a) Latent prints;
 - b) Photographs;
 - 4. Locating and interviewing witnesses;
 - 5. Reconstructing the criminal event for reporting purposes;
 - 6. Apprehension of felony or misdemeanor offenders; and
 - 7. Complete the appropriate incident/offense report in a complete and thorough format.
- C. In each criminal case that the Patrol Division initiates, they will retain responsibility for the preliminary investigation thereof, unless the Supervisor determines the investigation should be assumed or completed by the Bureau of Investigations.
- D. The Patrol Supervisor will be responsible for making notification when it is determined that offenses should be assumed or completed by the Bureau of Investigations.
- E. Should a Patrol Officer of the Patrol Division require or desire the assistance of personnel from the Bureau of Investigations on any case, the request will be made through his Supervisor.

- F. Initial reports are the responsibility of the original officer assigned to the initial investigation and shall include, but are not limited to:
1. Property stolen, property recovered, evidence, chain of custody of evidence, vehicles stolen, recovered or involved;
 2. Investigative leads, statements, drawings, or other material of evidentiary value;
 3. Collected, identified, and preserved evidence including photographs, casts and impressions, latent prints and other material of evidentiary value.
- G. Review of the submitted preliminary reports and determination of overall completeness, accuracy, and status shall be the responsibility of the Supervisor.
- H. Final review of all submitted reports shall be the responsibility of the Squad Supervisor or Commander.

407.05 FIELD INTERVIEWS

- A. It is the policy of the Ferguson Police Department to conduct field interviews as part of a comprehensive strategy of crime control. The objectives are to identify and to develop information about suspicious persons, develop suspects in conjunction with directed patrol in response to targeted patterns of crime and to prevent crime.
- B. Field interviews will be conducted by the officers of this Department in a manner consistent with our goal of keeping the community as free from crime and disorder as possible. That goal will be accomplished in a manner consistent with respecting the civil rights of all citizens with whom we come into contact.
- C. Field interviews are divided into two categories:
1. **Field Contacts** – a general conversation with a purpose between a citizen and a law enforcement officer where the citizen is free to leave;
 2. **Field Interrogation** – questioning of a citizen by a law enforcement officer with respect to a crime. The status of field interrogation is further defined by the focus of suspicion being on the subject of the interview as the perpetrator of criminal activity.
- D. Officers of the Ferguson Police Department are authorized and encourage to conduct field interviews with persons under two conditions:
1. Persons whom the officer believes may have information pertaining to a crime, pattern of crimes, and/or criminal suspects. This interview will generally take the form of a field contact;

2. When the officer has a reasonable suspicion that criminal activity is afoot and the person to be interviewed may be the perpetrator of that activity. This interview may take the form of either a field contact or field interrogation.
- E. When appropriate, officer will provide Constitutional Safeguards (Miranda Warnings) for the person/s being interviewed. The warnings will be given under the following conditions:
1. The focus of suspicion is on that person for a criminal offense or ordinance violation, and;
 2. A reasonable person would believe that he/she is no longer free to leave (custody), and;
 3. The persons being interviewed will be asked questions designed to elicit a self-incriminating response.
- F. Miranda warnings should be given in a manner to insure the subject understands the content. The subject must affirmatively waive his/her rights prior to any further questioning.
- G. Persons being detained should be released as soon as the reason for the detention no longer exists. This section does not preclude an arrest in the event the officer develops probable cause to do so.
- H. Officers conducting field interviews will maintain a courteous manner and professional image. Officers will explain the reason for the contact, if appropriate, or if the person asks for a justification. Officers may refrain from an explanation if divulging it would be inconsistent with the safety of the officer/s or others, or with security of an on-going operation.
- I. Offices should document all information relevant to criminal activity and identification of criminal suspects on the appropriate Department approved computer entry forms.
- J. For additional information regarding Field Interviews, *see G.O. 409.00 Miranda Decision.*

407.06 CANINE UNITS

The Department has a written directive that governs the utilization of canine units to include the qualifications, selection, training, vehicle use, acquisition and funding. For additional information *see G.O. 498.00 Canine Unit.*

January 11, 2012

407.07 NOTIFICATION OF NEXT OF KIN

This Department will respond to requests from hospitals and other government agencies to deliver emergency messages pertaining to a death, serious injury, or serious illness. Other emergency notification requests may be handled at the discretion of the watch commander. For additional information see *G.O. 404.00 Transporting Sick or Injured Persons and Death Notifications*.

407.08 VICTIM NOTIFICATION AND SERVICES MANDATES

- A. The Department has written directives establishing procedures that comply with constitutional and state law relating to mandatory victim notifications, information and mandated services that are provided by law enforcement including:
- a. Victim Rights Notification;
 - b. Requirements under Missouri Law relating to Domestic Violence;
 - c. Transportation by law enforcement of victim requirements;
 - d. Medical treatment, assistance, and service.
- B. The Department policy is that exposure to crime as a victim or witness is often a traumatic event in a person's life. With that in mind the Department has adopted the "Rights of Victims and Witnesses", as afforded them by RSMo 595.200. For additional see *G.O. 224.00 Rights of Victims and Witnesses*.
- C. Additionally, the purpose of domestic violence training and orders is to establish guidelines for police intervention in acts of domestic violence, to provide increased understanding of attention to domestic violence problems and to improve maximum safety for domestic violence victims and members of this department. For additional see *G.O. 420.00 Domestic Violence*.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 22.1, 22.2, 22.3, 22.4, 22.5, 22.6, 22.7, 22.8

407.00

UNITED STATES DEPARTMENT OF THE INTERIOR

THE DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT, has received from the State of California a request for the purchase of certain lands in the State of California, and has determined that the purchase of such lands is in the public interest.

FOR SALE

The following lands are for sale at the price of \$100.00 per acre, or less, as shown on the accompanying map.

The lands are situated in the State of California, and are of the following description:

1. A certain tract of land, situated in the State of California, and containing approximately 100 acres.

2. A certain tract of land, situated in the State of California, and containing approximately 100 acres.

November 30, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Constitutional Rights, Law Violators
Detention, Miranda
Field Interrogation, Miranda
Form 002, Rights and Wavier
Form 019, Voluntary Statement
Interrogation, Miranda
Miranda
Reports, Miranda
Rights and Waiver Form
Traffic Violators, Miranda

MIRANDA DECISION**409.00 PURPOSE**

The Miranda Decision, rendered by the U.S. Supreme Court, requires certain warnings and secure an oral waiver prior to questioning an accused before any statements made by the suspect, can be admitted into evidence. The purpose of this General Order is to establish the procedure to comply with the U.S. Supreme Court decision which governs procedures for assuring compliance with all applicable constitutional requirements, including; interviews; interrogations; and access to counsel.

409.01 WARNING TO BE GIVEN:

- A. You have the right to remain silent;
- B. Anything you say can be used against you in court or other proceedings;
- C. You have the right to talk to a lawyer for advice before you are questioned, and to have him with you during questioning;
- D. If you cannot afford a lawyer, one will be appointed for you, free of any cost to you, before any questioning.

409.02 WHEN WARNINGS ARE REQUIRED:

The warnings must be orally given prior to any questioning whenever an individual is arrested or taken into custody for any offense, whether a felony, misdemeanor or city ordinance violation, with the exception of certain situations enumerated in this General Order. Once an individual being questioned makes a statement that forms a basis for an arrest.

NOTE: Refer to "Juvenile Procedures" governing interrogation of juveniles.

All individuals regardless of age, intelligence or prior police contacts have the right to be given warnings.

409.03 WHEN WARNINGS ARE NOT REQUIRED:

The warnings need not be given when an individual is arrested or detained on any charge and there is no need or desire to question or obtain a statement.

- A. Person Not Arrested or Detained: The warnings are not required so long as the individual interviewed / questioned:
1. Is not under arrest or in police custody; or
 2. Has not been deprived of his freedom of movement or activity in any significant way.
- B. Certain Traffic Violators: The warnings are not required for those traffic violators who have been:
1. Issued a Uniform Complaint and Summons or booked for any state misdemeanor or city ordinance traffic violation (e.g., No State Vehicle License, Reckless Driving, etc.) NOTE: The warnings should always be given if the traffic violation also involves the commission of a felony (e.g., Manslaughter) and alcohol related traffic offenses;
 2. Booked for a city court or state court bench warrant for a traffic charge; or
 3. Booked only as a "Fugitive" from another jurisdiction
- C. General On-The-Scene Questioning: Police officers arriving at the scene of an offense or violation can question bystanders who have not been arrested without giving them the warnings. NOTE: An officer is required to give the warnings and secure an oral waiver prior to further interrogation when he begins to believe that an individual he is questioning has committed or is committing an offense or violation.
- D. Field Interrogation:
1. Brief on the street detention for questioning of individuals who are stopped under circumstances requiring investigation does not require the warnings. Such action is treated as general on-the-scene questioning.
 2. No subject will be brought to the station and charged with any offense, unless probable cause exists that indicates the subject has committed a specific crime. Suspects stopped on the street based on reasonable suspicion will be interviewed on the street and all investigation techniques such as, record

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checks and wanted checks will be done on the street. These subjects are not to be brought to the station for investigation. This is not to be confused with the situation of a subject fitting the general description of a wanted subject in the area of a crime that has just been committed. This subject can be detained and held pending an identification of a complainant. For further guidance in these matters, the watch commander should be called to the scene of the incident and make a determination of whether the subject should be brought to the station or released from the scene.

- E. Spontaneous Statements: No warnings are required when individuals spontaneously make statements on their own initiative without prior questioning of any kind by police officers. Any statement given freely and voluntarily is admissible in evidence. However, after such a spontaneous statement has been made, the police must issue the warnings to the individual and secure an oral waiver prior to any further questioning.
- F. Suspect Voluntarily Surrenders: **The Miranda Warnings are not required in a case where a subject voluntarily comes to the police for the purpose of questioning, so long as he has not been arrested and is not the focus of the investigation.**
- G. Other Circumstances: The warnings are not required in the following situations:
 - 1. Questioning the accused as to his name, address, place of employment or other identifying information;
 - 2. Making a thorough search of the accused's person;
 - 3. Requesting the accused to provide handwriting samples;
 - 4. Taking fingerprints or photographs of the accused for booking;
 - 5. Requiring the accused to perform any other reasonable acts aimed at identifying him, except participating in a lineup or confrontation where he will be subjected to witness identification; or
 - 6. Requiring the accused to submit to a test designed to determine the alcohol content of his blood.

409.04 ACCESS TO COUNSEL - INTEROGATIONS

Upon advising an individual of their rights officers must make available a telephone and phone book and allow the individual to contact an attorney of their choosing if necessary. An individual requesting an attorney prior to questioning must be given every opportunity to contact an attorney or if requesting a court appointed attorney, the prosecuting attorney's office of the concerned jurisdiction shall be notified of the request. However, if the individual

has already talked to a lawyer, there is no need to delay interrogation after waiver. Continued questioning after an arrested person has either requested the presence of an attorney or expressed a preference to remain silent is not permissible.

Once an arrested person has obtained the assistance of counsel, the attorney will be notified prior to any further questioning until final disposition of the case is made. No admission, statement, or confession can be admitted into evidence at the trial unless the prosecution can establish that the warnings had been given and that the individual understood his rights and freely, intelligently and voluntarily waived them. The officer should put facts in the report from which a court could find that he waived his rights. This should include but not be limited to the Ferguson Constitutional Rights and Waiver Form 002. In addition, any evidence obtained as a result of an inadmissible confession is also excluded from evidence (e.g., a murder weapon recovered as a result of an inadmissible confession).

409.05 PROCEDURES FOR INTERROGATION AND GIVING WARNINGS:

When the officer determines that the warnings are required, he will read or recite the warnings specified by the US Supreme Court Miranda decision. He will ask the suspect if he understands the Miranda warning and read or recite them again if necessary.

NOTE: The Miranda Decision does not require a written waiver by an individual prior to interrogation. It requires only that the individual be completely advised of his rights; that he understands the warnings given; and that he intelligently and voluntarily waives these rights. Consequently, the waiver can be oral.

The officer may proceed to interrogate the accused only after the accused agrees to voluntarily waive his constitutional rights after having been apprised of the Miranda warnings.

409.06 REPORT WRITING: The officer will include the following information in his police report when an individual waives his rights and agrees to make a statement:

- A. The fact that the individual was quoted the warnings appearing on the FPD 002 (each specific warning need not be listed in the report);
- B. The words used by the individual which show that he agreed to voluntarily waive his rights and make a statement;
- C. Any statement made by the individual in non- felony cases;
- D. If the suspect refuses to make a written statement and/or alibi, then the refusal should be so noted in the body of the officer's report.

NOTE: In felony cases, the statement appearing in the Voluntary Statement Form (FPD F-019) will not be reported in the police report. However, it is

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permissible to put a brief summary statement in the police report and attach a copy of the suspect's written statement to the report. The original written statement will be placed into evidence using established procedures.

If the individual states that he does not wish to make a statement, the officer will include this fact in his report.

409.07 PROCEDURE FOR COMPLETING RIGHTS AND WAIVER FORM:

A. The Rights and Waiver Form FPD 002 and Voluntary Statement Form FPD 019, will be used when all of the following conditions are met:

1. The individual is arrested for a felony;
2. The individual has been properly advised of his rights; and
3. The individual wishes to waive his rights and wants to make a written statement verified by his signature.

NOTE: In multiple clean up cases, the form will be used only for offenses for which an information application will be made.

B. Instructions for completing the forms:

1. The individual will sign in his own handwriting, in the appropriate section whether or not he wishes counsel after reading or being read the rights. This signature will be witnessed by the interviewing officer and a second witness, both of who will sign the form.
2. Voluntary Statement Form: After the individual acknowledges, in writing, his waiver of rights as specified on the Rights and Waiver Form and agrees to make a written statement, he will then write his statement in his own words or it may be written by the interviewing officer. The signature of the interviewer, witnesses and suspect will verify the statement.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution : All Department Personnel

Attachments: FPD Form 002
FPD Form 019

November 30, 2011

**FERGUSON POLICE DEPARTMENT
STATEMENT OF CONSTITUTIONAL RIGHTS AND WAIVER**

BEFORE WE ASK YOU ANY QUESTIONS, IT IS MY DUTY TO ADVISE YOU OF YOUR RIGHTS:

- _____ 1. YOU HAVE THE RIGHTS TO REMAIN SILENT.
- _____ 2. ANYTHING YOU SAY CAN BE USED AGAINST YOU IN COURT OR OTHER PROCEEDINGS.
- _____ 3. YOU HAVE THE RIGHT TO TALK TO A LAWYER FOR ADVICE BEFORE WE ASK YOU ANY QUESTIONS, AND TO HAVE HIM WITH YOU DURING QUESTIONING.
- _____ 4. IF YOU CANNOT AFFORD A LAWYER, ONE WILL BE APPOINTED FOR YOU, FREE OF ANY COST TO YOU, BEFORE ANY QUESTIONING.

STATEMENT OF RIGHTS GIVEN BY _____,

TO _____, AT _____ (TIME),

ON _____ (DATE).

WAIVER

I UNDERSTAND WHAT MY RIGHTS ARE, AND I AM WILLING TO ANSWER QUESTIONS.

SIGNATURE OF PERSON RECEIVING RIGHTS

WITNESS

WITNESS

CASE NUMBER: _____

**FERGUSON POLICE DEPARTMENT
VOLUNTARY STATEMENT**

DATE: _____ TIME: _____ PLACE: _____

I, _____, am _____ years of
age and my address is _____

I hereby voluntarily agree to make a statement to answer questions asked of me by
_____, who has identified

himself/herself to me as a member of the Ferguson Police Department. I

did not at any time ask that an attorney-at-law be present to represent me in this
matter. I further state that I have not been threatened or mistreated in any fashion, nor
have any gratuities been promised to me in return for making this statement.

SIGNATURE	
WITNESS	
WITNESS	

SIGNATURE	
WITNESS	
WITNESS	

DATE: _____
TIME COMPLETED _____
Page ____ of ____ Pages

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Administrative Detachment
Discharge of Weapons
Less-lethal Weapons, Use
Lethal Force
Lethal Weapons, Use
Medical Treatment, Use of Force - Arrests
Taser, Use of Force Continuum
Training, Use of Force
Use of Force Continuum
Use of Force Report, FPD Form 080
Use of Force Training

**USE OF LETHAL AND LESS-LETHAL WEAPONS
USE OF FORCE CONTINUUM****410.00 PURPOSE**

The purpose of this General Order is to establish policy and procedure for the use of lethal and less-lethal force by members of this department.

410.01 POLICY

The Department recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Officers are confronted with situations where control must be exercised to effect arrests and to protect the public safety. Control may be achieved verbally through instruction, advice, warnings and persuasion, or by the use of physical force.

While the use of reasonable physical force may be necessary in situations which cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would clearly be ineffective under a particular set of circumstances. Therefore, it is the policy of this Department that police officers shall use only that force that appears reasonably necessary to effectively bring an incident under control or prevent unlawful behavior and accomplish lawful objectives, while protecting the lives and safety of the officer or another. Verbal or physical abuse is forbidden.

An officer may use lethal force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury. A police officer must weigh the necessity of apprehension against the apparent threat to the safety of all involved, and exhaust every

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alternative means of apprehension known to be available at the time before resorting to the use of lethal force. Lethal force will not be used if a clear risk to the safety of a third person is perceived, even though no other means exist for apprehension.

410.02 DEFINITIONS

- A. **"Excessive Force"** - All force beyond what is reasonably required for self-defense, or to take a person into custody.
- B. **"Firearms"**- Any weapon from which a projectile is forcibly ejected by an explosive not to include the Advanced Taser Electronic Incapacitation Device.
- C. **"Lethal Force"**- That force which is likely to cause death or serious physical injury.
- D. **"Less-Lethal Force"** – Force that is less than lethal force to include pointing of firearms and pain compliance techniques.
- E. **"Lethal Weapon"** - Any weapon that is likely to cause death when properly used according to training.
- F. **"Less-lethal Weapon"** - A weapon not likely to cause death when properly used according to training.
- G. **"Officer"** - a sworn officer having a Class A POST license to include reserves.
- H. **"Reasonable Belief"**- A logical, articulable conclusion drawn from facts and circumstances which would be evident to a person of average intelligence and intellect.
- I. **"Serious Physical Injury"**- An injury that creates a substantial risk of death or that causes severe disfigurement or protracted loss or impairment of the function of any body part.

410.03 RESPONSIBILITIES OF DEPARTMENT PERSONNEL

A. Command and Supervisory Responsibility

Department commanders and supervisors have a responsibility to closely monitor the day-to-day performance of employees under their supervision. Command and supervisory personnel must maintain an awareness of any employee experiencing problems in dealing with the public and make recommendations for specific remedial action, training or counseling when appropriate. Commanders and supervisors are accountable for the compliance of their subordinates with the provisions of this Order.

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B. Individual Employee Responsibility

1. Every employee of this Department has the responsibility to immediately contact the Professional Standards Office or the on-duty Watch Commander and report any act which they believe involves the use of excessive force as described in this Order.
2. Any employee who fails to report physical or verbal abuse against any citizen by another member of this Department is subject to disciplinary action.

410.04 FIREARMS AND AMMUNITION

The policy and procedure for the use and care of authorized firearms, ammunition, qualification and training is contained in General Order 216.00 *Authorized Firearms, Ammunition and Qualification*.

410.05 USE OF LETHAL FORCE – REGULATIONS

A. Parameters for Use of Lethal Force

Officers are authorized to use lethal force in order to:

1. Protect themselves or others from what is reasonably believed to be an imminent threat of death or serious physical injury; or

Effect the capture or prevent the escape of a suspect when there is probable cause to believe that:

- a. the suspect committed or attempted to commit a felony, and:
- b. the crime involved the use or threatened use of lethal force, and:
- c. there is a substantial risk that the fleeing suspect will cause death or serious physical injury if apprehension is delayed.

2. If feasible, a verbal warning shall be given prior to the use of lethal force.

B. A Police Officer May Also Discharge a Firearm Under the Following Circumstances

1. To destroy an animal which presents a substantial risk of harm to the officer or another, or when an animal is so badly injured that it should be destroyed to prevent additional suffering.
2. To give alarm or to call assistance in an emergency when no other means can reasonably be used, and then only in a safe direction.

3. At a sporting event, to include hunting and organized shooting matches and target practice where discharging of a firearm is not in violation of any law or ordinance and all safety procedures can be followed, or at Department sponsored firearms training.

C. Firearms Shall Not be Discharged Under the Following Circumstances

1. As a warning shot.
2. At or from a moving vehicle, unless the occupant(s) of the vehicle represents a direct and immediate threat to the life or safety of the officer or an innocent person, and then only as a last resort. Officers shall avoid tactics that could place them in a position where a vehicle could be used as a weapon against them. When confronted with an oncoming vehicle, officers shall make every attempt to move out of its path.
3. Into a crowd or during a situation where it appears likely that an innocent person may be injured.

D. Procedures to be Followed When a Firearm is Discharged (Gunshot Wound Inflicted)

1. When an officer has discharged a firearm causing a gunshot wound to be inflicted to any person, or when an officer has been shot, the Bureau of Investigations shall investigate the circumstances of the shooting incident.
2. When an officer has been shot or an officer inflicts a gunshot wound upon another person, the Communications Dispatcher shall be notified immediately either by the officer involved in the incident or the first police officer on the scene. The Communications Dispatcher shall make the required notifications, including the summoning of emergency medical aid as required. Sworn employees at the scene of such an incident are responsible for ensuring that medical care is rendered to anyone in need of such treatment.
3. The watch commander shall respond to the scene and be responsible for the command and protection of the scene until the arrival of the Bureau of Investigations investigator(s). He shall assist, as necessary, in the investigation of the incident and arrange to have a police officer, not involved, prepare the original report.
4. The watch commander will complete the Use of Force Report F-080 and forward it through the chain of command to the Chief.
5. The Chief of Police will direct the Professional Standards Officer to conduct an administrative review of all incidents where a gunshot wound is inflicted.

E. Procedures to be Followed When a Firearm is Discharged (No Gunshot Wound Inflicted, Unknown if Wound Inflicted or Animal Destroyed)

1. Whenever a firearm is discharged by an officer, or their firearm is discharged by another person, the officer shall:
 - a. immediately notify the watch commander
 - b. as soon as time and circumstances permit, notify the Communications Dispatcher who will notify the Division Commander and the Chief;
 - c. prepare a police report detailing all circumstances surrounding the discharge. An administrative copy of the report shall be forwarded to the Chief.
2. The watch commander shall:
 - a. respond to the scene and ensure that the police officer preparing the report identifies all known witnesses to the incident;
 - b. prepare a Use of Force report and forward it through the chain of command to the Chief. This form shall accompany a copy of the required police report (print copy). The form shall contain the observations and conclusions in addition to whether or not the discharge was justified and in accordance with this General Order. This form and a copy of the police report will be forwarded to the Professional Standards Office for review and final disposition.
3. A supervisor is not required to respond to the scene when a non-domesticated animal is destroyed but shall be notified, along with the dispatcher, by the officer prior to the officer discharging his weapon. A CAD report is required for "discharging a firearm" when a non-domesticated animal is destroyed and a Use of Force report shall be completed by the supervisor who was notified of the animal being destroyed.

410.06 USE OF LESS-LETHAL FORCE – REGULATIONS

- A. Where lethal force is not authorized, officers should assess the incident in order to determine which non-deadly technique or less-lethal weapon will best de-escalate the incident and bring it under control in a safe manner. Only the appropriate amount of force necessary to bring an incident under control is authorized. In making an arrest, no more force shall be used than is reasonably necessary for the safe custody of the prisoner or for overcoming any resistance that may be offered and for ensuring the delivery of the prisoner into safekeeping.

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B. Parameters for Use of Less-Lethal Force

1. To protect themselves or another from physical harm; or
2. To restrain or subdue a resistant individual; or
3. To bring an unlawful situation safely and effectively under control.

C. Less-Lethal Weapons Regulations:

This Department permits the use of the following less-lethal weapons; ASP Baton, CS chemical agent, aerosol irritant, beanbag ammunition and the Advanced Taser. Members of the department will use only department approved less-lethal weapons. Officers may utilize these items in accordance with procedures set forth in this General Order.

1. ASP Baton – Department issued 21 or 26-inch collapsible metal baton.
 - a. Commissioned officers may carry the department-approved ASP baton while on duty. The baton will only be used in accordance with current departmental training standards. The use of the baton will be restricted to quelling physical confrontations where other verbal or physical force alternatives would be, or have been, ineffective or inappropriate.
 - b. Other types of striking devices are strictly prohibited and will not be carried while on duty or acting in an official capacity as a member of this Department.
2. CS Chemical Agent - Chemical agents may be used at the discretion of a supervisory officer when warranted in matters of crowd control, barricaded persons, etc. Chemical agents will be used only after all other reasonable efforts to control the situation have failed. Whenever chemical agents are used, the supervisory officer who authorized usage will send a Use of Force form to the Chief of Police listing the details of the incident and justification for use of the chemical agent.
3. Aerosol Irritant – Oleoresin Capsicum Aerosol can be an effective part of the level of force continuum by preventing injury to both the officer and the arrestee. Aerosol irritants are authorized for use by an officer of this Department as provided in this Order. All patrol officers assigned to the Bureau of Field Operations and while on duty will be required to carry on their person as part of their standard equipment the Department approved aerosol irritant spray and case.

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4. Advanced Taser Electronic Incapacitation Device - The X-26 TASER is considered a Conducted Energy Weapon; an electronic incapacitation device. It is an active aggression weapon which is listed in the force continuum at the same level as intermediate weapons.

The decision to use the TASER is based on the same criteria an officer uses when selecting to deploy O.C. spray, or a baton. The decision must be made dependant on the actions of the subject(s) or threat facing the officer(s), and the totality of the circumstances surrounding the incident. In any event; the use of the TASER must be reasonable and necessary. Guidelines for the operation, deployment and training on the X-26 TASER are found in General Order 499.00.

D. Impact Munitions

1. This Department permits the use of impact munitions in shotguns designated and identified for such use. The type of munitions is 12 gauge bean bag/sock rounds.
2. Officers deploying the permitted impact munitions shall only do so when the following criteria have been met:
 - a. The officer has received Department approved training in the deployment of the impact munitions, and
 - b. The use of impact munitions will only be utilized in situations when other less-lethal weapons may be ineffective or inappropriate, and
 - c. Action must be taken immediately to resolve the situation, and
 - d. It is accepted that should impact munitions fail, officers at the scene may be placed in a situation that requires the use of lethal force to protect themselves or others.

E. Nontraditional Weapons

Under extraordinary circumstances officers may utilize any tool or object such as a flashlight, clipboard, knife, etc., to protect themselves or another when authorized lethal or less-lethal weapons are not immediately available.

F. Procedures to be Followed When Less-Lethal Force is Used

1. Whenever an officer uses or attempts to use force under extraordinary circumstances that vary from standard handcuffing process or detention techniques, the watch commander or appropriate bureau commander must be

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notified immediately. Striking with hands and pain compliance techniques are considered less-lethal force under this regulation.

2. In those situations where less-lethal force is used, or when an officer's actions result, or allegedly results, in the physical injury of another person or there is any attempt to cause physical injury or death to another person, or there is any application or attempted application of force to another person, including bare handed physical force and the pointing of firearms at a person, such force shall be documented using the Use of Force Form. The watch commander/supervisor and /or bureau commander/supervisor must respond to the scene. When an officer or suspect has sustained a serious injury, the responding commander/supervisor must ensure that appropriate notifications are made.
 - a. Sworn employees at the scene of such an incident are responsible for ensuring that appropriate medical care is rendered to anyone in need of such treatment.
 - b. The commander/supervisor on the scene is responsible for ensuring:
 - 1) a thorough investigation is conducted and a complete area canvas is immediately undertaken to locate, identify and interview all witnesses to this incident; and
 - 2) anyone arrested as a result of such an incident is escorted in an ambulance or transported in a police vehicle by a sworn employee not directly involved in the incident; and
 - 3) a complete and accurate police report is prepared and warrant application, if necessary, occurs. In the case of a felony resisting, the suspect shall be placed on a 20 hour hold and warrant application shall be made within that period.
3. The investigating commander/supervisor shall complete a Use of Force Report F-080 when less-lethal force is used. The commander/supervisor may use the back of the F-080 to make any administrative comments regarding the incident, including and recommendations that the investigation should continue. However, any statements by witnesses or suspects shall be documented in the original or supplemental police report. The commander/supervisor is not required to complete a supplemental police report unless the statements given to the supervisor contradict those given to the reporting officer.
4. The Use of Force Report, the police report and any supplemental reports shall be forwarded through the chain of command to the Chief of Police.

G. Supervisor's Use of Force Report F-080

The following examples are intended to clarify the circumstances when a supervisor is required to complete a Use of Force Report.

1. A police officer places a suspect under arrest. The officer directs the suspect to place his hands behind his back. The suspect refuses to follow direction, stating he does not want to be handcuffed. The officer grabs the suspect's hand and applies a wristlock to control the individual. The suspect, experiencing pain as a result of the wristlock, complies with the officer's request and is handcuffed. A Use of Force Report (F-080) is required because pain compliance physical force was used. Notification must be made to the watch commander as required by the Order.
2. A police officer places a suspect under arrest. As the officer is applying the handcuffs, the suspect pulls his arm free and attempts to run from the officer. The officer chases the suspect, tackles the suspect and applies the handcuffs. Due to the fact that there were extraordinary circumstances, a Use of Force Report must be completed.
3. A police officer receives a call for a burglar alarm sounding at a residence. Upon arrival, the officer finds an open door and enters the house. While searching, he observes someone standing in a bedroom. The officer points his weapon toward the individual and orders the person to raise his hands. The person turns out to be the homeowner. Due to the fact that the officer pointed a firearm, a Use of Force Report is required even though no crime occurred and no police report is written. Notification must be made to the watch commander as required by the Order.
4. Police officers receive a call for a disturbance. Upon arrival, two subjects are threatening each other and the officers believe an assault is imminent. One officer grabs a subject by the arm and pulls him back, the other officer uses his body to restrain the second subject. A Use of Force report is required because the officer made application of force to another person by grabbing and pulling the first subject. Notification must be made to the watch commander as required by the Order.
5. Police officers receive a call of a bank hold up. Upon arrival they take ready positions around the building with weapons drawn and ready but not pointed at any person. It is determine the alarm was false. No Use of Force Report is required UNLESS a weapon is pointed at an individual.

410.07 USE OF FORCE REPORTING

The Use of Force Report Form (F-80) will be used to provide a means for effective review and analysis of the use of force both on-duty and during secondary employment. This reporting system will help identify trends, improve training and officer safety, and provide timely information for the department addressing use of force issues with the public. Early and accurate reporting helps establish agency credibility.

- A. A written police report will be prepared whenever an employee:
 - 1. Discharges a firearm, for other than training or recreational purposes as defined in this General Order;
 - 2. Takes an action that results in, or is alleged to have resulted in, injury or death of another person;
 - 3. Applies force through the use of lethal or less-than-lethal weapons; or,
 - 4. Applies weaponless physical force as defined in this General Order.
Exception; When only a weapon is pointed and it is determined no crime has occurred, only the Use of Force Report (F-80) is required.
- B. Use of Force Report is required for all use of force incidents, to include the pointing of weapons or using weaponless, hand-to-hand control techniques even though they have little or no chance of producing injuries when gaining control over, or subduing non-compliant or resisting persons. Actions requiring a Use of Force report include; physical gripping (not to include normal handcuffing), pain compliance measures, pressure point application, and come-alongs. When such techniques are used, the method of control will be indicated in the arrest report and the Use of Force Report Form completed by a supervisor.
- C. Whenever a sworn employee uses the TASER, the Taser Use Report (F-105) must be completed by a supervisor in addition to the Use of Force Report Form .
- D. Whenever a sworn employee uses or attempts to use force under extraordinary circumstances that vary from the standard handcuffing process or detention techniques, the police report and supplemental report, if any, shall contain the following information:
 - 1. The number and names of officers involved in the incident, their method of arrival (marked police unit vs. unmarked vehicle) and whether the officers were in uniform or plain clothes apparel.
 - 2. A description of the scene upon arrival and the verbal commands initially given to the suspect.

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3. The subject's reaction to the officer(s):
 - a. Verbal response(s).
 - b. Body language.
 - c. Physical actions.
 4. The subject's condition, i.e., drugs or alcohol, mental, highly agitated, etc.
 5. The officer's action:
 - a. Type of control methods used or attempted.
 - b. The duration of the subject's resistance.
 - c. Type of de-escalation methods used (immediate removal, etc.)
 - d. Method(s) of restraint (handcuffs, shackles, etc.)
 6. Name or transporting officer, method of transport (patrol vehicle, conveyance van), transport destination, length of transport and the subject's demeanor and actions during the transport.
 7. Name of supervisor who interviewed witness(es), if applicable, and name(s) of any witness(es) and their statement(s).
- E. Supervisors approving reports containing officer use of force will forward a copy to the Chief who will review the use of force action to determine whether there are policy, training, weapon/equipment, or discipline issues which should be addressed.
- F. The Professional Standards Officer will conduct an annual review of all use of force incidents to identify trends, improve training and officer safety, and provide timely information for the Chief of Police to address use of force issues with the public.

410.08 RESISTANCE CONTROL GUIDELINES - USE OF FORCE CONTINUUM

This Department subscribes to, and trains its officers in, the concept of controlling resistive behavior with techniques that employ reasonable force relative to the suspect's actions. As the level of resistance increases, so may appropriate levels of response:

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LEVELS of RESISTANCE	RESPONSE OPTIONS PERMITTED IF REASONABLE UNDER THE CIRCUMSTANCES
Psychological Intimidation	Officer Presence
Verbal Non-compliance (Oral refusal to comply)	Verbal Direction (Commands of direction or arrest)
Passive Resistance (Ignoring officer's commands but taking no further action to resist)	Oleoresin Capsicum Aerosols, Soft Empty Hand Control (Pain compliance with verbal reinforcement), joint locks, or any level of response previously listed.
Defensive Resistance (Physically resists, non-assaultive)	Hard Empty Hand Control (Stun blows, motor dysfunction, etc.), , or any level of response previously listed.
Active Aggression (Overt actions of assault)	Intermediate Weapons Baton strikes, chemical agents, Advanced Taser, impact munitions, distraction devices, etc. or any level of response previously listed.
Aggravated Active Aggression (Subject's behavior likely to cause death or serious physical injury)	Lethal Force , or any level of response previously listed.

410.09 PSYCHOLOGICAL SUPPORT PROGRAM

- A. The Department recognizes that employees, by virtue of their profession, may encounter situations in which they must take action that may result in psychological trauma for the employee. Therefore, it is the policy of the Department to assist employees in understanding the impact of such incidents by providing them with a professional support program. The purpose of this program is to provide psychological support for employees who are involved in a critical incident.
- B. When an employee's duty-related actions or use of force results in serious physical injury of a person, the employee shall be placed in administrative status from their duty assignment, pending a review by the employee's supervisor/commander to determine if the employee should be placed on administrative detachment.

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- C. When the employee's actions result in the death of a person, the employee shall be placed on administrative detachment immediately upon completion of their preliminary report of the incident. This administrative detachment is mandatory and shall not be interpreted to imply or indicate that the employee acted improperly. The purpose of administrative detachment is to permit the employee to remain available at all times for official departmental interviews regarding the incident. The employee will not discuss the incident with anyone except authorized investigators from the department, other investigating police agencies, a private attorney, a personal physician, department chaplain or member of clergy, or immediate family members.
- D. The employee placed on administrative detachment will be referred to the City of Ferguson Employee Assistance Program within 30 days by the appropriate division commander for a counseling session with a specialist in post critical incident counseling. This referral will be for support purposes, allowing the employee to discuss any problems resulting from the incident. The contents of this session will remain confidential and will not be available to the Department or used by the Department in subsequent proceedings. In exceptional circumstances, the employee may be referred to a mental health professional in preference to the Employee Assistance Program.
- E. The commanding officer of the involved employee is responsible for notifying the Chief of Police who will schedule the employee for an interview with a Department approved psychologist.
- F. This interview with a Department approved psychologist will be used to determine if the employee is psychologically fit to return to duty. Information discussed during this interview and the psychologist's recommendation, while treated in a confidential manner, will be provided to the Department in a written report.
- G. Participation in this program is mandatory for a sworn employee who uses a weapon wherein the death of a person results. The Chief may authorize participation in this program for employees involved in other critical incidents.

410.10 USE OF FORCE WHILE OFF-DUTY OR OUTSIDE FERGUSON

- A. Sworn employees shall follow the guidelines established in the Department General Order 408.00 entitled *Powers of Arrest, Arrests and Detentions* when determining the appropriate response to a situation while off-duty.
- B. Sworn employees that use force in a law enforcement capacity while off-duty or outside the City of Ferguson shall immediately request the appropriate law enforcement agency to respond to the scene and comply with all legal requirements of the venue. The employee shall ensure that appropriate medical care is rendered to anyone in need of such treatment.

- C. The employee shall notify the Communications Dispatcher of the incident as soon as possible.
1. When the incident occurs within the City of Ferguson procedures outlined previously in this General order shall be followed.
 2. When the incident occurs within unincorporated St. Louis County, a municipality, the City of St. Louis or an adjoining Missouri county and the employee is off-duty, the Communications Dispatcher will notify the watch commander who shall respond to the scene and cooperate with the local authorities in the investigation. The watch commander shall prepare a Use of Force Report and attach a copy of the investigating agency's report.
 3. In all other use of force incidents outside the City of Ferguson, the Communications Dispatcher shall make notification to the on-duty watch commander who shall determine if a response is necessary. If a response is necessary, the Professional Standards Officer or other supervisor/commander designated by the Chief will conduct the initial investigation. This investigating supervisor/commander will prepare the Use of Force report and contact the investigating agency to determine if the incident was justified. A copy of the investigating agency's report shall be attached to the Use of Force Report and submitted to the Chief of Police.

410.11 MEDICAL ATTENTION - RENDERING AID AFTER USE OF FORCE

- A. Appropriate medical aid will be administered if necessary after use of lethal or less-lethal weapons, or other use of force incidents defined in this General Order.
- B. Officers using force have the responsibility to minimize the severity posed by obvious injuries or non-visible trauma commonly associated with some weaponless or hand-to-hand tactics. Such tactics may include neck holds, hard punches to the head, heart, or other vital organs, or restricting respiratory function.
- C. When force has been used, officers will request that EMS personnel respond if one or more of the following conditions apply:
1. The officer observes obvious physical injury; OR
 2. The officer reasonably believes that the person involved is in need of medical assistance; OR
 3. The person involved complains of injury or requests medical assistance,

EMS personnel will be summoned either to the scene or to the police station depending on the condition of the arrested subject.

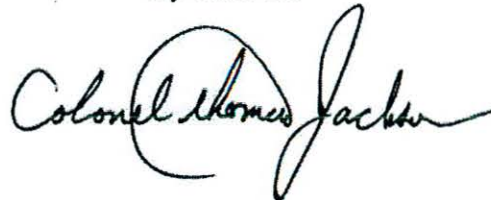
July 6, 2010

- D. The Ferguson Police Department has a supply of personal decontamination towelettes that are kept in the booking room and in all police supervisor vehicles. In cases where a chemical agent or aerosol irritant has been used, a police officer may allow the impacted person to flush his eyes with water or wipe his face with a towelette. A police officer should not flush the eyes or apply a towelette to another person, although he may allow that person to do so to himself. If the flush or towelette does not alleviate the irritation, EMS should be requested.
- E. A prisoner may refuse medical treatment at any time.

410.12 USE OF FORCE TRAINING

- A. All Department employees authorized to carry lethal and less-lethal weapons shall be required to receive training on the Department's use-of-lethal force policies and demonstrate proficiency with all approved lethal weapons that the employee is authorized to use before being authorized to carry a weapon. The instruction and review of this General Order shall be documented.
- B. Annual use of force training will include less-lethal weaponless control techniques. **NOTE:** "Strangle Holds" and other similar holds, which restrict the ability to breathe, are prohibited. This training will be documented in accordance with Missouri P.O.S.T. requirements.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp or seal.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

410.00

The first thing I noticed when I stepped out of the car was a sense of relief. The air was cool and fresh, a stark contrast to the hot, stuffy car. I took a deep breath and felt my lungs expand. The sun was shining brightly, and the world around me seemed to be in a state of perfect harmony. I walked towards the building, my steps light and sure. The door was open, and I stepped inside, feeling a sense of peace and tranquility. The room was dimly lit, and the sound of the clock on the wall was the only noise I heard. I sat down at the table, and the waiter came to take my order. I looked at the menu and saw a variety of dishes that I had never tried before. I decided to order the special of the day, which included a soup, a main course, and a dessert. The waiter brought the food, and I ate it slowly, savoring every bite. The food was delicious, and I felt a sense of satisfaction. I finished the meal and paid the bill, and then I walked out of the restaurant. The sun was still shining, and the world was still in a state of perfect harmony. I felt a sense of peace and tranquility, and I knew that this was the way I wanted to live.

The first thing I noticed when I stepped out of the car was a sense of relief.

1910

The first thing I noticed when I stepped out of the car was a sense of relief. The air was cool and fresh, a stark contrast to the hot, stuffy car. I took a deep breath and felt my lungs expand. The sun was shining brightly, and the world around me seemed to be in a state of perfect harmony. I walked towards the building, my steps light and sure. The door was open, and I stepped inside, feeling a sense of peace and tranquility. The room was dimly lit, and the sound of the clock on the wall was the only noise I heard. I sat down at the table, and the waiter came to take my order. I looked at the menu and saw a variety of dishes that I had never tried before. I decided to order the special of the day, which included a soup, a main course, and a dessert. The waiter brought the food, and I ate it slowly, savoring every bite. The food was delicious, and I felt a sense of satisfaction. I finished the meal and paid the bill, and then I walked out of the restaurant. The sun was still shining, and the world was still in a state of perfect harmony. I felt a sense of peace and tranquility, and I knew that this was the way I wanted to live.

January 26, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Aliens, Arrest of Foreign Nationals
Altering/Removal of serial Numbers
Bad Checks
Failure to Appear in Court
Immigration Laws, Enforcement of
Larceny under \$500
Military Personnel, Arrest
Minor in Possession
Postal Employees, Arrest
Protective Custody, Intoxication
Receiving Stolen Property

ARREST FOR CERTAIN OFFENSES**411.00 PURPOSE**

The purpose of this General Order is to establish procedures for arrest of individuals for charges not otherwise defined in General Orders. Significant changes in the dollar amount to establish felony charges were made in Revised Missouri State Statutes, August 28, 2002.

411.01 POLICY

The arrest report, whether original or supplementary, will reflect all details pertinent to the arrest, including the circumstances of the arrest; full pedigree of arrested person(s); arrest register number and charge(s) on which arrested person was booked; and name, rank and DSN of the arresting officer(s).

The report should also contain the Miranda warning as outlined in General Order 409.00, and relevant statements made by the arrested person. If the arrested person was placed in a lineup, a statement that a Line-Up Form is attached to the report. A statement concerning whether or not the arrested person has a prior arrest record or is wanted will be made on the report. EXAMPLE: "Arrested subject has a prior arrest record, no wanted(s) on file". Under no circumstances will the arresting officer include a person's prior arrest record in the arrest report.

411.02 SPECIFIED LAW VIOLATIONS:

Officers should consult the current issue of the *Missouri Criminal Code - Handbook for Law Enforcement Officers* for specific charges and elements.

January 26, 2011

- A. MINOR IN POSSESSION OF NON-INTOXICATING / INTOXICATING LIQUOR: Except in unusual cases, individuals arrested for these charges will be arrested only for the city ordinance violations.
 - B. LARCENY UNDER \$500.00: Except in unusual cases, individuals arrested for theft of property valued at less than \$500.00 will be booked only for city charge of Stealing Under \$500.00.
 - C. RECEIVING STOLEN PROPERTY: The dollar amount establishing receipt of stolen property as a felony is \$500.00. Anything under this amount is a misdemeanor or city ordinance violation.
 - D. ALTERING / REMOVAL OF SERIAL NUMBERS: A felony if the total value of item(s) having numbers altered or removed is \$500.00.
 - E. PASSING A BAD CHECK: Insufficient or account closed checks are considered felonies when the aggravate total(s) within a 10-day period exceed \$500.00. If under \$500, the offense is a misdemeanor or city ordinance violation.
 - D. FRAUDULENT USE OF A CREDIT DEVICE: The value of the property or services obtained has to exceed \$500.00 within a 30-day period in order to be a felony.
 - E. FAILURE TO APPEAR IN COURT: If an officer apprehends a wanted subject based on a Ferguson Court Order for Failure to Appear in Court, he will be required to post the required bond as indicated on the warrant issued by the city court.
- If a subject is unable to post the required bond amount due to extenuating circumstances, the Watch Commander may allow him to post a lesser amount then is indicated on the warrant or the above guidelines.
- F. ADDITIONAL OFFENSES NOT SPECIFIED: The following additional offenses become felonies when valuation is \$500.00 or more.
 - 1. Fraudulent Stopping Payment of an Instrument
 - 2. Library Theft
 - 3. Theft of Cable Service
 - 4. Failure to Return Leased Property
 - 5. Unlawfully Receiving Food Stamps or ATP Cards
 - 6. Perjury to Receive Food Stamps

411.03 ARREST OF POSTAL SERVICE EMPLOYEES: An officer having occasion to arrest or converse with a U.S. Postal Service employee while he is on duty will refrain from interrupting Postal Service work schedule unless absolutely necessary. As a general rule, an officer will first contact the superintendent in charge by phone and inquire as to when the

January 26, 2011

employee will be relieved from duty. The employee will then be met at the employee's exit as he leaves the Postal Service Building.

NOTE: In those cases where an officer must arrest or converse with a Postal Service employee immediately (e.g., employee suspected of a serious crime or needed as a witness), the officer will secure the permission of his immediate supervisor before contacting the Postal Service Superintendent.

411.04 ARREST OF ALIENS / ENFORCEMENT OF IMMIGRATION LAWS:

An alien is a person who was born in a foreign country and who has not become an American citizen and is referred to as a Foreign National.

For arrests and contacts with Foreign Nationals who may have diplomatic immunity, refer to General Order 415.03 *Immunity of Foreign Nationals* or General Order 460.00 *Consular Notification and Access for Foreign nationals*.

All members of the Ferguson Police Department shall cooperate with state and federal agencies on matters pertaining to the enforcement of state and federal immigration laws.

411.05 ARREST OF MILITARY PERSONNEL:

Before a subject is booked for A.W.O.L., or as a deserter, the officer must verify this fact through the NCIC file. Additionally, he will notify the appropriate branch of service.

ARMY

208th Military Police Detachment
1222 Spruce
St. Louis, MO, 63103
314 331-4128 7AM-4PM
314 368-7717 24hrs Cell

AIR FORCE

375th Security Forces Squadron (military police)
Scott AFB, Belleville, Illinois
(618) 256-2223 (24 hours)

NAVY

Naval Investigative Service
1222 Spruce
St. Louis, MO, 63103
314 331-5103 7AM-4PM
314 800-6705 24hrs

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MARINES
Marine Corps Center
Lambert Field, Bridgeton, MO
263-6204 - 263-6205 (7:30 AM to 5 PM)

COAST GUARD
1222 Spruce
St. Louis, MO, 63103
314 269-2500 (24 hours)

Contact should be made in cases such as military personnel who are victims or suspects in critical accidents, shootings, assaults, etc., or who are arrested for a serious offense (burglary, robbery, etc.).

- A. Anytime a notification is made to the military authorities concerning the arrest of military personnel, the arresting officer will embody in his arrest report the date and time the notification was made as well as the rank, name and assignment of the military official notified.
- B. When a subject is apprehended on the military charge of AWOL or DESERTION and NO LOCAL CHARGES ARE PENDING OR ANTICIPATED, the subject will be booked on the following charge after verification through the NCIC that he is still wanted:

AWOL (Absent Without Leave) or Deserter From Military Service
(Per NCIC Reference numbers; or name and rank of military official verifying that the subject is still wanted)

411.06 PUBLIC DRUNKENNESS - PROTECTIVE CUSTODY: Public drunkenness is a crime only if the perpetrator is found in a schoolhouse, church or courthouse, and the arrest procedure will be provided under RSMo 574.075. Even under those cases, the preferable charge is Trespassing. Public drunkenness in public places, other than stated, is not a crime and the following courses of action may be taken at the discretion of the watch commander:

- A. Convey to the person's residence:
 - 1. By a police officer if within the city limits;
 - 2. By a friend or relative;
 - 3. Those persons appearing sufficiently stable may be permitted to obtain transportation of their choice.
- B. Confine in the holdover for a period not to exceed (12) hours:

January 26, 2011

1. Any person confined for "protective custody" will not be placed into a cell occupied by a person charged with a crime.
2. A Record of Arrest (Booking Sheet) will be completed as in the case of an arrested person, except that the sheet will reflect, "Hold for Protective Custody" and will not be entered into the computer, nor will it be reflected in the department records as an arrest.
3. All personal property will be itemized and confiscated for safe keeping as in regular arrest procedures.
4. To avoid later claims of improper detention, the reporting officer will obtain the Watch Commander or another Officer as a witness to the confinement, or, if unavailable, a private citizen. The reporting officer will obtain a Report Number and write a report reflecting the circumstances of the detention, names of witnesses, and times and methods which were used to find transportation home for the detained person.

Persons not satisfactorily determined to be intoxicated will be treated as a medical patient and medics will be summoned.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

4/11.00

January 24, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Arrest, City Ordinance

Municipal Summons

Ordinance Arrests

ORDINANCE VIOLATION ARRESTS / MUNICIPAL SUMMONS**412.00 PURPOSE**

The purpose of this General Order is to establish arrest procedures for Ferguson City Ordinance violations and the procedure for the issuance of Non-Traffic Municipal Summons.

412.01 POLICY

When an adult violates any city ordinance, the police officer is given the discretion to:

- A. On-View City Ordinance Violation: Release the violator at the scene after issuing a summons to appear in court, or take the violator to the police station, book him, and then release him on a municipal summons.
- B. Ordinance Violations Not Witnessed by the Officer: Make a physical arrest of the violator, book him at the station, and then release him pending application of warrant with the city prosecutor.

412.02 PROCEDURE

- A. When not to issue a Municipal Summons in lieu of full custody arrest:
 - 1. The violator is a juvenile;
 - 2. When physical force is used in effecting the arrest;
 - 3. If the violator's continued presence poses the possibility of danger to persons or property;
 - 4. If the violator fails or refuses to produce proper identification.
- B. Procedure for issuing a Municipal Summons:

January 24, 2011

1. When an officer witnesses a violation of a city ordinance he should complete an Arrest Notification Form (Municipal Summons) and have the suspect sign it.
 - a. Fill out the appropriate pedigree information; and
 - b. Enter the appropriate charge and ordinance number
 - c. Issue the violator a copy of the municipal summons with instructions on court appearance.
2. When the officer is going to be applying for warrants relative to a city ordinance violation, which is generally a violation that he did not witness, he will complete an Arrest Notification Form, attach it to a warrant application supplement form, and forward it (with all copies attached) to the city attorney.
 - a. Write a complete report reflecting the circumstances of the arrest.
 - b. A narrative of the incident should be prepared unless the incident is on view, minor in nature and the City of Ferguson is the victim.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

January 29, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Medical Treatment, Resisting Arrest

Obstructing Arrest

Officer Injured, Resisting Arrest

Resisting Arrest

RESISTING ARREST / OBSTRUCTING ARREST**414.00 PURPOSE**

The purpose of this General Order is to establish procedures for the charge of resisting or obstructing with an arrest in the performance of his duties. This order further specifies the proper procedure of affording medical treatment to those arrested on the aforementioned charge(s).

414.01 AUTHORITY

- A. Ordinance No. 29-16 reads as follows: A person commits the crime of resisting or obstructing with arrest if he willfully and knowingly obstructs, resists, opposes or fails to obey a lawful command of any police officer, for the purpose of preventing the officer from effecting the arrest and:
1. Resists the arrest of himself by using or threatening the use of violence or physical force or by fleeing from another such officer or;
 2. Interferes with the arrest of another person by using or threatening the use of violence, physical force, or physical interference.
 3. Knowingly obstructs, resists or otherwise fails to obey or comply with a police officer or other employee of the City in the performance of his official duties in any manner whatsoever while performing any duty.
 4. It shall be unlawful for any person to cross a police line which has been set up for the purpose of protecting a crime scene, accident scene, or any area the police deem necessary which requires the exclusion of the general public. Only those persons given permission by the crime scene commander or his designate may pass the police line.
 5. It shall be unlawful for any person to pull away, run away, lie down, or use any other form of nonviolent resistance after being placed under arrest by a police officer.

6. Missouri State Statute: Section 575.150 of the Revised Missouri State Statutes defines state law regarding Resisting or Interfering with Arrest-Penalty.

414.02 WARRANT APPLICATION:

Officers shall charge the defendants with the city ordinance violation unless extenuating circumstances exist (e.g., aggravated cases, use of weapon by a defendant, or the resisting is in conjunction with an arrest for a felony).

414.03 MEDICAL TREATMENT:

- A. When a person is charged with "Resisting Arrest", the officer will request that EMS personnel respond if one or more of the following conditions apply:
 1. The officer observes obvious physical injury; OR
 2. The officer reasonably believes that the person involved is in need of medical assistance; OR
 3. The person involved complains of injury or requests medical assistance,

EMS personnel will be summoned either to the scene or at the station depending on the condition of the arrested subject. The injured person shall be examined and or treated by qualified medical personnel prior to being booked and processed. This can be done on the scene, at the station, or at a hospital if conveyance was necessary. The arrested person's hospital diagnosis, when available and the name of the attending physician will be included in the police report. A prisoner may refuse medical treatment at any time. Further instructions for the medical treatment of prisoners or the refusal of medical care are found in General Order 473.00.

414.04 INFORMATION REQUIRED IN POLICE REPORT, OFFICER INJURED

- A. The police officer will specify in his report whether there were any injuries to police officers. If an officer was injured, the hospital diagnosis of the injuries and the name of the attending physician will be included in the report. The police officer will specify in the report whether the injured officer remained on duty for the duration of his watch or was excused from duty by the proper authority.
- B. The following will be included in all police reports concerning resisting or interference with arrest.
 1. Type of original assignment or self initiated incident.

2. Whether involved officer was assigned to:
 - a. One-Man Vehicle
 - b. Two-Man Vehicle
 - c. Detective or Special Assignment (alone)
 - d. Detective or Special Assignment (two man)
 - e. Off Duty
 - f. Other - e.g.; Foot Patrol

414.05 PHOTOGRAPHS IF THE POLICE OFFICER IS INJURED IN THE PERFORMANCE OF DUTY

The on duty crime scene technician shall photograph any visible injuries sustained by the police officer as a result of being assaulted by person(s) subsequently arrested for "Resisting or Obstructing with an Arrest".

414.06 SEARCH OF ARRESTED SUBJECT(S)

It shall be the responsibility of the arresting officer to insure that the arrested subject is thoroughly searched prior to being placed in a police vehicle and conveyed to the station.

If the officer making the arrest is unable to accompany the arrested subject to the police station for processing, it shall be the responsibility of the individual police officer conveying the arrested subject to insure that the prisoner is thoroughly and properly searched.

414.08 OFFICER STATEMENTS

Officers involved in any use of force incident or a witness to such incidents or actions, are required to submit detailed statements in writing. The statements are to contain an accurate and precise account of the events that took place and the force actually used.

The record room clerks will forward a copy of all resisting Arrest reports to the Chief's office. The officer writing the report will indicate "cc: Chief's Office" at the top of the face sheet.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

4/14/00

Weather forecast of the day was as follows:

- 1. 1st and 2nd Vents
2. 3rd and 4th Vents
3. 5th and 6th Vents
4. 7th and 8th Vents
5. 9th and 10th Vents
6. 11th and 12th Vents
7. 13th and 14th Vents
8. 15th and 16th Vents
9. 17th and 18th Vents
10. 19th and 20th Vents
11. 21st and 22nd Vents
12. 23rd and 24th Vents
13. 25th and 26th Vents
14. 27th and 28th Vents
15. 29th and 30th Vents
16. 31st and 32nd Vents
17. 33rd and 34th Vents
18. 35th and 36th Vents
19. 37th and 38th Vents
20. 39th and 40th Vents
21. 41st and 42nd Vents
22. 43rd and 44th Vents
23. 45th and 46th Vents
24. 47th and 48th Vents
25. 49th and 50th Vents
26. 51st and 52nd Vents
27. 53rd and 54th Vents
28. 55th and 56th Vents
29. 57th and 58th Vents
30. 59th and 60th Vents
31. 61st and 62nd Vents
32. 63rd and 64th Vents
33. 65th and 66th Vents
34. 67th and 68th Vents
35. 69th and 70th Vents
36. 71st and 72nd Vents
37. 73rd and 74th Vents
38. 75th and 76th Vents
39. 77th and 78th Vents
40. 79th and 80th Vents
41. 81st and 82nd Vents
42. 83rd and 84th Vents
43. 85th and 86th Vents
44. 87th and 88th Vents
45. 89th and 90th Vents
46. 91st and 92nd Vents
47. 93rd and 94th Vents
48. 95th and 96th Vents
49. 97th and 98th Vents
50. 99th and 100th Vents

THE POLICE DEPARTMENT

Under the provisions of the Police Act, the Police Department is authorized to enforce the laws of the State and to maintain the peace and order of the community.

THE POLICE DEPARTMENT

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Consular Officers

Diplomatic Immunity

Immunity from Arrest

Legislators, Immunity

Militia, Immunity

Traffic Violations, Foreign Nationals

IMMUNITY FROM ARREST

415.00 PURPOSE

Certain persons are protected from prosecution, arrest, and detention by police under the law. This protection ranges from complete immunity for any offense, to limited immunity for minor violations. The purpose of this General Order is to:

- A. List those persons eligible to receive immunity.
- B. Describe the level of protection they are entitled to.
- C. Establish procedural guidelines to follow when handling them.

415.01 IMMUNITY OF LEGISLATORS:

Section 19, Article III, of the Missouri Constitution provides: "Legislative privileges. Senators and representatives will, in all cases except treason, felony, or breach of the peace, be privileged from arrest during the session of the general assembly, and for fifteen days before the commencement and after the termination of each session."

415.02 IMMUNITY OF STATE MILITIA:

The applicable laws of the Missouri Revised Statutes, 1978, concerning the rights and immunities of the militia are as follows:

- A. Members of organized militia exempt from civil process and jury service. "No person belonging to, or on duty with, the organized militia of this state, or engaged in the performance of militia duty on call of the governor, will be arrested on any civil process while going to, remaining at or returning from any place at which he may be required to attend for militia duty..."
- B. Conservators of the peace. "Every commissioned officer, warrant officer and enlisted person acting under the order of the governor, or of any officer, civil or military,

authorized by law to call out the organized militia or any part thereof, as provided in the military code, will have the same rights and immunities as other conservators of the peace under the provisions of the law of the state."

- C. Organized militia not liable for acts done in performance of duty. "Whenever any portion of the organized militia is called into active service to execute the laws, engage in disaster relief, suppress actual or prevent threatened insurrection or repel invasion, the commanding officer will use his own discretion with respect to the propriety of attacking or firing upon any mob or unlawful assembly. His honest and reasonable judgment in the exercise of his duty will be full protection, civilly and criminally, for any act or acts done while on duty; and no member of the organized militia in the active service of the state will be liable civilly or criminally for any acts done by him in the performance of his duty."
- D. Militia - right-of-way on streets or highways penalty for obstructing. "The commanding officer of any portion of the organized militia or his representative performing any militia duty in any street or highway may require persons in such street or highway to yield the right-of-way to such militia, except that the carriage of the United States mail, the legitimate functions of the police and fire apparatus, will not be interfered with thereby. Any person who hinders, delays or obstructs any portion of such militia duty, or who attempts to do so, is guilty of a misdemeanor."

415.03 IMMUNITY OF FOREIGN OFFICIALS:

Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction accorded diplomatic officers, their families and servants. Diplomatic officers should not be arrested or detained for any offense, and foreign career consular officers should not be arrested or detained except for the commission of a grave crime. Family members of diplomatic officers, their servants, and employees of a diplomatic mission are entitled to the same immunities under current U.S. law (22 U.S.C. 252), if they are not nationals of or a permanent resident in the receiving state.

A. General Information:

1. Only those individuals who have been certified and registered by the United States Department of State possess diplomatic immunity.
2. A representative of the State Department can be contacted at telephone number 202 647-1985 or 202 647-1727 between 9 a.m. and 5 p.m. on weekdays for verification concerning the diplomatic immunity of individuals. An officer will report any Incident(s) involving foreign diplomats and consuls to his Watch Commander. Situations occurring outside commonly accepted daily office hours and requiring immediate attention should be directed to the 24 hour State Department number at Washington, D.C. – 866 217-2089.

3. Further, if a consular officer or member of his family becomes involved in any actions taken by members of this Department, the Chief of Police should be notified at the earliest possible moment.

B. Individuals With Diplomatic Immunity:

1. Ambassadors and Public Ministers - [Ambassadors, Ministers, Attaches and Charge'D'Affairs are absolutely exempt from civil and criminal action, including felony arrests and traffic violations.] Such individuals possess Diplomatic Passports, and identification cards issued by the State Department verifying their immunity from local jurisdiction.
2. Families and Employees of Officials With Diplomatic Immunity - Diplomatic immunity extends to those family members and employees of foreign officials with diplomatic immunity, provided such family members and employees are certified and registered by the State Department. [Identification cards are not issued to such individuals by the State Department.]

- C. Immunity of Personal and Real Property: Diplomatic immunity possessed by qualified representatives of foreign governments also extends to protection of their personal property. However, matters involving real property are of local concern and not therefore a subject for immunity. Consequently, in building code and sanitation violation cases, local officials can place liens or judgments against real property belonging to foreign officials.

D. Individuals Possessing Limited Diplomatic Immunity:

1. Consular officers: Consular officers are not diplomatic officers and are therefore not immune from criminal and civil action except for actions performed in their official capacity. They are liable to arrest or detention in the instance of a grave crime (for example, a felony that would endanger the public safety) pursuant to a decision by a competent judicial authority.
2. Honorary Consuls: United States citizens serving in the United States as consuls or honorary consuls for a foreign country are not generally immune from criminal or civil action, nor arrest and detention. However, such officers may properly be accorded the consideration required by virtue of their official position.

E. Handling Selected Incidents, Offenses, or Violations by Consular Officers:

1. Moving Traffic Violations: When a consular officer is stopped for a moving traffic violation, the officer on the scene, upon being advised by the driver that he is a consular officer and ascertaining that he possesses the proper credentials, should exercise discretion based on the nature of the violation and either let him go with a warning of the danger of his actions or proceed with

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issuance of the appropriate citation. Mere issuance of a traffic citation does not constitute arrest or detention in the sense referred to above.

The Diplomatic Motor Vehicle Office (DMVO) in Washington, D.C., issues driver licenses to all members of the foreign diplomatic community and their eligible dependents. The DMVO maintains an automated database, which contains driver record/licensing information of all individuals possessing diplomat licenses. The driver's license number will be an eight-digit number and the state of issue should always indicate "U.S." The vehicle plate number should be the plate number assigned by the DMVO and the state of issue should always indicate "U.S."

The only type of immunity the diplomat has on Missouri highways is from arrest. He/she must pay all appropriate fees relating to traffic tickets received and licenses may be confiscated, as normal procedures would entail.

If you have any questions on how to process a certain traffic violation issued to a diplomat, you should immediately contact the Driver Services Section in D.C. at (202) 895-3521 from 8:00 a.m. to 5:00 p.m. eastern standard time; during non-office hours, contact the Diplomat Security Watch Officer at 571 345-3146 or toll free 866 217-2089.

The word "Diplomat" should be written at the top of any conviction as an easy reference for Drivers License Bureau employees.

2. Driving While Under the Influence: The primary consideration in this type of incident should be to see that the consular officer is not a danger to himself or the public. Based upon a determination of the circumstances, the following options are available:

- a. Take him to the station or a location where he can recover sufficiently to enable him to drive safely;
- b. Take him to a telephone so that he can call a relative or friend to come for him;
- c. Call a taxi for him;
- d. Take him home.

The consular officer should not be handcuffed, subject to any sobriety test, or manhandled in any way.

At best this is a sensitive situation. The consular officer should be treated with respect and courtesy. It should be impressed upon him

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that the officer's primary responsibility is to care for his safety and the safety of others.

3. Offenses Involving Family Members of a Consular Officer: Family members of a consular officer cannot claim immunity. However, consideration should be given to the special nature of this case. A violation should be handled, when possible, through release on a uniform traffic ticket or city ordinance violation summons in lieu of physical arrest. The individual should be released once positive identification is made and relationship with the consular official is verified. If the relative is a juvenile the subject should be released to the parent consular officer.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

The first part of the paper is devoted to a review of the literature on the effects of the speed of light on the propagation of electromagnetic waves. It is shown that the speed of light is not constant in all media, and that it varies with the frequency of the wave. This is due to the fact that the speed of light is determined by the refractive index of the medium, which is a function of the frequency. The second part of the paper is devoted to a discussion of the effects of the speed of light on the propagation of electromagnetic waves in a medium with a constant refractive index. It is shown that the speed of light is constant in such a medium, and that the propagation of electromagnetic waves is determined by the refractive index of the medium. The third part of the paper is devoted to a discussion of the effects of the speed of light on the propagation of electromagnetic waves in a medium with a variable refractive index. It is shown that the speed of light is not constant in such a medium, and that the propagation of electromagnetic waves is determined by the refractive index of the medium.

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Booking and Visitation
Evacuation Plan; Prisoners
Feeding of Prisoners
Fire Alarms; Jail
Holding Facility Administration; Commander of Operational Support Duties
Prisoner Escape During Transport
Prisoner Escape from Station
Prisoner Illness, Injury and/or Disability
Prisoner Release
Prisoner Restraint
Prisoner Search for Conveyance
Prisoner Transportation
Juvenile Detaining, Temporary

PRISONER CONVEYANCE AND HOLDOVER FACILITIES

416.00 PURPOSE

The purpose of this General Order is to provide officers of the Ferguson Police Department with guidelines for the safe handling of prisoners during conveyance in police vehicles and, to establish guidelines for the management and administration of this agency's prisoner holding facility to include the security, control and care of prisoners housed therein.

416.01 POLICY

It is the policy of the Ferguson Police Department to provide safe transportation of prisoners and to provide secure temporary holding cells for prisoners awaiting interrogation, arrest processing, transfer to the county jail or other administrative procedures and to maintain detention facilities in a sanitary and safe manner. As such, officers transporting prisoners and officers assigned to or using holding cells shall adhere to the following procedures and shall be alert to any problems or conditions that may compromise security, safety or the well being of detained prisoners.

416.02 TRANSPORTATION OF PRISONERS

- A. Prisoner searches prior to conveyance: No prisoner will be conveyed in a police vehicle until they are thoroughly searched for weapons and contraband. After the prisoner is taken out of the vehicle, the interior will be inspected for items possibly disposed of by the prisoner.

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- B. Restraining Devices: It is necessary for officers to know when and how prisoners are to be restrained and when, where, and how particular restraining devices are to be employed. Restraining devices include handcuffs, flex cuffs and shackles. Officers should be aware that "positional asphyxia" may lead to injury and death. Positional asphyxia is a physical condition that may result when a person is restrained in a position or manner that prevents or limits proper breathing. Placing a prisoner in this situation is prohibited. To prevent injury to restrained subjects the following methods apply:
1. Physically Disabled Prisoners: It should not be assumed that restraining devices are unnecessary for disabled prisoners. A prisoner in a wheelchair or one who uses walking aids may not require the use of restraining devices in all instances. Restraining devices also may be harmful to sick or injured prisoners, depending upon the nature of the sickness or injury. Officers should take into consideration the condition of the person arrested and consult with a supervisor if a restraining device may cause harm to the person arrested.
 2. Mentally Disabled Prisoners: Mentally disabled prisoners may pose a significant threat to themselves and/or the transporting officers. The selected device should restrain the prisoner securely without causing injury. These devices should be required whenever practical but should not preclude the use of handcuffs in emergency situations. The type(s) of restraints used should be indicated on the booking sheet.
 3. Handcuffing of prisoners: Prisoners will be handcuffed, hands to the rear at all times and handcuffs will be placed on both wrists except when physically impossible, (i.e., amputations, casts, bandages, etc.). Handcuffs will be double locked at all times for officer safety. The only exception to this is when a prisoner is disabled (as described in B.1., above).
 4. Position of prisoners during conveyance: Prisoners will be placed in the back seat of patrol cars equipped with separation cages. The prisoner will be placed in the right rear seat and seat belted in place. Officers operating police vehicles not equipped with separation cages will summon a cage car or prisoner conveyance van to transport their prisoner. Prisoners will not be transported in the front seat of police vehicles. At no time will one officer convey more than one prisoner in a vehicle not equipped for prisoner security. The only exception to this is the use of an unmarked police unit being used to transport a non-violent prisoner for investigative purposes only. The prisoner should still be positioned in the right rear seat area and seat belted in.
 5. Shackles & Restraining Devices: Restraining devices will be removed prior to placing a prisoner in a cell unless the subject is a danger to himself or others. Prisoners will only be shackled with supervisory permission. Handcuffs used to shackle prisoners will be double locked. While shackled, the dispatcher will constantly monitor prisoners.
- C. Conveying Prisoners of the Opposite Sex: Whenever an officer conveys a prisoner of the opposite sex, that officer shall give the dispatcher by radio the beginning mileage on the conveyance vehicle at the start of the conveyance as well as the ending mileage when

the officer arrives at the final destination. The dispatcher must record the starting and ending locations, times and mileage in the narrative section of the incident.

- D. Prisoner Escort: Officers will remain to the rear of prisoners at all times during movement of prisoners. Prisoners should *never be allowed to stand behind officers for any reason.*
- E. Safety Awareness: Officers will practice pistol retention and safe prisoner control techniques while handling individuals in custody.

416.03 HANDLING OF PRISONERS THAT POSE AN EXTREME SECURITY RISK

- A. From time to time, prisoners may pose an extreme risk to the safety of officers, i.e., extremely violent persons, persons with a history of officer assault, etc. In such cases, supervisors will ensure there are sufficient officers on hand to control the prisoner with a minimum of risk of injury to police personnel or to the prisoner.
- B. Prisoners under the influence of alcohol or drugs or who are violent should be segregated from other prisoners. Special consideration should be given to ensure the potential for detainees to injure themselves or others is minimized. The means to segregate prisoners once it has been determined they are intoxicated, under the influence of drugs or violent are;
 - 1. placing them into single cells prior to processing, and/or,
 - 2. using restraining devices to secure them within a single cell
- C. Such detainees should remain under close observation. If a prisoner to be transported to another agency or court is considered an unusual security risk; the transporting officer shall notify the appropriate agency or court of the risk.

416.04 SPECIAL TRANSPORT SITUATIONS

If a prisoner becomes sick or is injured incidental to arrest, the *arresting officer* should seek medical attention at that time.

416.05 ESCAPE OF PRISONER DURING TRANSPORTATION

- A. Following an escape of a prisoner while being transported, the transporting officer will:
 - 1. Immediately notify the dispatcher who will notify the Commander of Operational Support, his designate, or the on-duty Watch Commander and broadcast information on the escaped prisoner.
 - 2. Prepare a police report.

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3. Cause a wanted to be entered into the computer system, and notify the detective bureau for follow-up investigation.
- B. If the escape occurs in another jurisdiction, the dispatcher shall notify the appropriate jurisdiction. The officer shall remain and assist the appropriate jurisdiction in the search.

416.06 HOLDING FACILITY ADMINISTRATION

- A. Supervision – General: The Commander of Operational Support serves as the administrator of the prisoner holding facility.
 1. Said commander or his designee shall be responsible for all aspects of the holding facility to include prisoner processing issues, record keeping, staff training, security, sanitation and maintenance, safety, and the designation of such personnel necessary to safeguard the overall well being of prisoners.
 2. When on-duty, the administrator shall ensure the safe and efficient operation of the holding facility as provided in this general order. The on-duty Watch Commander is responsible for prisoner processing, security, sanitation, safety, and the overall well being of the prisoners during daily operations, in the event the Commander of Operational Support or his designee are off-duty.
- B. Supervision – Detainees:
 1. Twenty-four hour visual supervision of detainees housed in the holding facility is maintained by the camera system directed to the communications dispatchers(s) and is essential for maintaining security and ensuring the safety and welfare of detainees.
 2. All electronic visual detainee surveillance equipment will be controlled to reduce the possibility of invading a detainee's personal privacy.
 3. The on-duty Watch Commander is responsible for obtaining a count of the detainee population at the beginning and end of his shift and for briefing the next oncoming Watch Commander of the inmate population.
 4. The Commander of Operational Support or his designate is responsible for monitoring the length of time that each prisoner has been held to ensure that no prisoner is held in this facility for more than seventy-two (72) hours. When the Support Service Commander or his designee is unavailable the responsibility for monitoring the length of time each prisoner is held is transferred to the on-duty Watch Commander.
 5. Detainees who are security risks should be under closer surveillance and require more frequent observation. This classification includes not only detainees who are

violent but also those who are suicidal or mentally ill or demonstrate unusual or bizarre behavior.

6. All contact with prisoners within the holding facility is recorded by the electronic surveillance system in communications.

C. Training

1. Only commissioned and correction officers who have received training in safety procedures, holding facility operations, supervision and physical restraint of prisoners or other training deemed necessary by the Commander of Operational Support shall perform duties relating to the holding facility operations.
2. All officers shall receive in-service training on the application of physical restraints, searching and booking prisoners into holding cells, fire suppression equipment and evacuation.

416.07 SAFETY AND EMERGENCY OPERATIONS

A. Fire

1. The holding facility shall be equipped with automatic fire and smoke detection devices.
2. If an alarm sounds, the dispatcher will notify the Commander of Operational Support or his designate (if on-duty), or the on-duty Watch Commander and the fire department.
3. A chemical fire extinguisher is located within the jail office.

B. Inspections and Preventions

1. The Commander of Operational Support or his designee shall have the Ferguson Fire Department conduct semi-annual documented, visual inspections of the smoke detection devices and fire extinguisher(s) within the jail facility.
2. The Commander of Operational Support, his designate or on-duty Watch Commander, shall conduct a daily visual inspection of all holding facilities. Fire prevention is the responsibility of all employees. While all city facilities are "smoke free", personnel should remain vigilant to fire hazards especially in the holdover area. Any hazardous conditions should be immediately brought to the attention of the Commander of Operational Support, his designate or on-duty Watch Commander for corrective action.

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3. At the beginning of a correction officer's tour of duty, it will be his/her responsibility to take a brief tour/inspection of the jail facility. This will be for the purpose of not only identifying obvious items in need of maintenance or repair but, also to assess the general inmate population's condition. Items in need of immediate maintenance will be noted and relayed to the Commander of Operational Support or his designate. In their absence, the on-duty Watch Commander will be notified. Items not in need of immediate attention will be noted and forwarded on to the Commander of Operational Support or his designate.

4. With reference to the seventy-two (72) hour rule noted above, each Correction's Officer will note at the beginning of their tour of duty, each inmate's status with respect to any noted medical condition, prescribed medications on hand, or remaining hours left in their detention time so that they may be addressed during their tour of duty.

C. Evacuation Plan

In the event of fire emergencies as well as tornado, earthquake, terrorism or other disasters the need may arise to evacuate all prisoners being held in the department holdover or temporary holding rooms. If the situation arises that the holdover must be evacuated, the following procedures will be followed:

1. Dispatch should broadcast a need of aid call and have available officers respond to the station for assistance.
2. If the emergency situation is life threatening, prisoners will immediately be removed from their cells. The dispatchers have the ability to electronically release all cell door locks from their console but this is to occur only after seeking permission from the Commander of Operational Support, his designate or on-duty Watch Commander, and then only after all safety precautions are taken into account by the above. The detainees will be escorted by a sworn officer(s) and directed to follow the posted evacuation route to rapidly exit the building. Officers should assemble detainees in the front of the building or on the rear lot as the situation dictates.
3. Officers shall administer first aid to the extent of their training and respond EMS personnel to check the inmates.
4. Prisoners held for serious offenses or who are intoxicated or violent should be restrained and placed in the prisoner conveyance van or the back seat of a caged police vehicle.
5. Prisoners being held for non-violent, misdemeanor or municipal offenses should be released on recognizance and advised they will be notified relative to a court date at a later date.

6. Prisoners held for serious offenses or who are intoxicated or violent should be transported to St Louis County Corrections as soon as possible.

416.08 PRISONER ILLNESS, INJURY OR DISABILITY

- A. The holding facility is not intended for or equipped to handle prolonged custody of arrestees who require immediate or sustained medical attention or who are violent or self-destructive.

Therefore:

1. No prisoner shall be booked into the holding facility or otherwise be held for interrogation or other purposes that has injuries or illnesses that require hospitalization or attention of a health care professional. This includes obvious cases of injury or illness as well as situations in which arrestees; suffer from extreme alcohol intoxication or possible drug overdose; exhibit symptoms of severe mental disorder, or have talked about committing suicide or shown signs of being a suicide risk.
2. If the severity of medical condition is unclear of if a prisoner requests medical attention, the arresting/booking officer shall notify the Commander of Operational Support or his designate if on duty, or in their absence the on-duty Watch Commander. If EMS is required, the dispatcher will then notify them.
3. A first aid kit is available to department personnel and will be subjected to a semi-annual inspection and replenished as necessary by the Commander of Operational Support or his designate.
4. If after booking, a prisoner is identified as a potential medical problem or security risk, he or she should be released pending warrant application or on bond if at all possible. If personnel numbers permit, a fit for confinement should be sought with permission of the Commander of Operational Support, his designate or the on-duty Watch Commander. Either way, prior to release, first consult with the above contacted individual and assess all circumstances surrounding the prisoner.
5. If it becomes necessary to place a prisoner in a detention cell after it has been determined that he/she should be segregated for medical purposes, the on-duty Watch Commander should prepare a memo to the oncoming Watch Commander, or Commander of Operational Support (if on-duty), advising that the cell needs to be cleaned and disinfected upon the prisoner's release from custody.

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416.09 RIOT AND ASSAULT

In the event a disturbance among detainees or an assault upon a police officer occurs within the holdover area, a supervisor shall be notified and respond to the holdover. Assaults on Police Officers, Corrections' Officers or other detainees shall require a separate incident report number, and report.

416.10 PRISONER ESCAPE FROM STATION

- A. Commander of Operational Support or his designate. If neither are on-duty, the communications center and on-duty Watch Commander are to be notified.
- B. Descriptions, identities and offenses of escapees shall be relayed to all on-duty personnel and surrounding jurisdictions as quickly as possible.
- C. The Commander of Operational Support, his designate, or the on-duty Watch Commander shall coordinate intelligence gathering and search procedures among agency personnel and other law enforcement authorities as appropriate.
- D. The holding facility shall be secured as soon as possible, all prisoners accounted for, and all security doors and devices inspected to ensure proper functioning.
- E. The Commander of Operational Support (if on-duty) or the Watch Commander shall initiate investigation of the circumstances surrounding the escape and provide a full report with recommendations to the Chief of Police.

416.11 COMFORT AND SANITATION

- A. Sufficient air, lighting and sanitary facilities are essential to the health of detainees.
 - 1. The holding facility shall be maintained at all times in a clean and sanitary condition and the facility shall have adequate lighting and circulation of air.
 - 2. Detainees shall have access to toilet, wash-basin and drinking water. There is a shower stall available for prisoners to use if necessary. Prisoners that are using the shower cell should be monitored by an officer of the same sex.
 - 3. Fire-retardant bedding shall be provided to all detainees unless detainees are deemed suicidal.
 - 4. When occupied, the facility shall be cleaned on a daily basis in accordance with routines and procedures established by the Commander of Operational Support.
- B. The Commander of Operational Support or his designate shall conduct inspections of the holding facility to identify any conditions that are unsanitary or conducive to infestation by vermin. A report shall provide time frames for correction or recommendations for equipment or facility improvements necessary to rectify the problem.

416.12 SECURITY AND CONTROL

- A. The Watch Commander is responsible for security of the jail facility, in the absence of the Commander of Operational Support or his designate.
- B. No officer will enter the holdover/jail area with firearms while prisoners are inside the holdover/jail area. Officers booking prisoners into or entering the holding facility shall secure their firearms in the weapons lockers located outside of the holding area. The securing officer will maintain the key to recover the weapon. This procedure will be followed by other agency officers picking up prisoners. All arriving prisoners coming into the jail area will be brought into the facility via the department sally port bay only.
- C. No prisoner will be left unsupervised while outside the holdover area. An officer must be physically present while prisoners are outside of the holdover area.
- D. Prisoners waiting to be booked will be placed on the holding bench or in a cell until it is their turn to undergo the booking process.
- E. The booking officer shall maintain control of his prisoner(s) brought into the facility for detention and shall be responsible for security decisions involving such prisoner(s) while booking.
 - 1. Cells shall be used for holding females only in accordance with established department policy. Cells 4 and 7 are designated as the female cells until further notice. Holding facilities for juveniles include only the department Juvenile holdover room and should be used on a temporary basis only.
 - 2. At no time will females and males (adults) be held in sight of each other. At no time will juveniles be secured in the jail or jail cell environment. When juveniles are brought into the jail facility for fingerprinting and/or booking purposes they will be kept from the adult inmate population, and in total sight and sound separation of same. The maximum time allotted to keep juveniles in the Juvenile holdover room will adhere to Mo. State guidelines.
 - 3. A property inventory search report shall be completed reflecting all items brought by the prisoner into the holding facility and should be signed by the prisoner. Prisoners will not be allowed to keep property in cells other than clothing. All belts, jewelry, shoelaces, cold-weather clothing, and other personal items will be inventoried. All containers found on the arrestee shall be opened for inventory, and all property shall be listed, tagged, and securely stored in numbered lockers in the jail facility. Upon release from the jail facility, the prisoner will again sign the property form indicating their property was returned.
 - 4. A strip search may be performed if criterion for the search is sufficient to warrant same, and only after acknowledgement and approval from the Watch Commander

is granted. This search shall be conducted only by an officer of the same sex as the prisoner.

5. Only arresting and booking officers or those otherwise directly involved in the booking process shall be allowed in the booking area.
 6. Handcuffs or other restraining devices may be removed at the discretion of the booking officer based upon the conduct of the prisoner, the offense for which the arrest was made and related circumstances.
 7. Holding facility entry/exit doors shall be secured at all times.
- F. Prior to placing a prisoner in a cell, a search of the cell shall be conducted for weapons or contraband. Prior to release a similar search shall be conducted that will also include an inspection for property damage. Problems uncovered in these searches shall be brought to the attention of the Commander of Operational Support, his designate or the on-duty Watch Commander (if both prior persons are off-duty) prior to cell assignment or release of a prisoner. During the time of release all items pertaining to this prisoner, to include (but, not limited to) cups, wrappers, toilet tissue, blanket, and mat will be removed by the prisoner.
- G. When cell assignments are made, the booking officer shall ensure that all locking mechanisms are operative and that audio and/or video monitoring devices are operative. Audio/Visual monitoring devices are employed for security and safety purposes. They shall not be used for monitoring inmate conversations with clergy, mental health or medical personnel or attorneys.
- H. Officers shall not enter an occupied cell alone unless emergency circumstances exist. Officers should conduct all interactions with the prisoner from outside the cell for their safety.
- I. No tools or similar items shall be brought into the holding facility at any time, unless authorized by the Commander of Operational Support, his designate, or the on-duty Watch Commander.
- J. Smoking is not permitted within the holding facility by either prisoners or police personnel.
- K. The Commander of Operational Support, his designate, or the on-duty Watch Commander shall take those steps necessary to keep the number of prisoners within limitations of the facility. This includes efforts to;
1. expedite the bond of prisoners accused of less serious offenses;
 2. timely release of prisoners being held during interrogation; or

3. transfer of prisoners to the St Louis County Corrections or release to the custody of any law enforcement agency for which the prisoner is being held.
- L. In the event arrests exceed the capacity of the holding facility, the Commander of Operational Support, his designate, or the on-duty Watch Commander shall make arrangements to release detainees on lower bail, or recognizance.
- M. Due to the short term nature detainees are held, the department is not prepared to deal with the problems and hazards associated with receiving property on behalf of a detainee in custody. Therefore, all deliveries to detainees are prohibited; likewise, no property/items are to be released from a prisoner to an outside party, prior to release. The only exception to this rule is that of prescription medicine allowed brought in as long as it is, a) in its original container, and b) within its expiration date.

416.13 BOOKING AND VISITATION

- A. All prisoners arrested and brought into the Jail facility for booking on municipal charges will complete and file a written complaint for each charge filed and advise the Corrections' Officer on-site of same. In the event a suspect, not in custody, has an active wanted placed upon him for municipal charges, the Officer placing the wanted will provide the completed written complaint(s). See *G.O. 424.00 Teletype Wanted Arrests* for procedure.
- B. All prisoners booked into the facility under arrest shall be photographed and fingerprinted, via IRIS®, and Live-Scan®. Fingerprints shall be processed and forwarded for identification purposes to state and federal authorities.
- C. The arresting officer is responsible to obtain a computer check to determine if the prisoner has outstanding warrants. The Corrections' Officer will verify this by completing a record check of his/her own, for purposes of checks and balances. Further, Corrections' Officers will also complete a computer check of all state, local and NCIC files for all pre-release detainees, as defined under Mo State Statute, 221.510 ("Jake's Law").
- D. Prisoners shall be informed they may utilize the telephones, designated for detainee use, and shall be allowed to do so following the booking process or within a reasonable amount of time after being brought to the holding facility.
- E. Attorneys and verified clergy (both individuals should have an I.D. card identifying as such) shall be permitted access to their clients at any hour. Such visitations will be held utilizing the visitor viewing room/area only. The prisoner must be searched for contraband prior to being placed in the room and upon leaving the room. An officer must remain in the immediate area outside the room during the visitation. No other individuals are allowed visitation.

416.14 FEEDING PRISONERS

- A. The Commander of Operational Support, his designate, or the on-duty Watch Commander shall ensure that all prisoners detained in holding cells are provided with sufficient food during meal hours. Meals shall be ordered by assigned personnel from the agency supplier, as designated by the Chief of Police.
- B. Special diets shall be accommodated only when prescribed by a physician.
- C. No prisoner shall be permitted to receive food or beverage from any visitor.

416.15 PRISONER RELEASE

- A. Prisoners charged with a crime shall be released from custody only, when:
 - 1. directed by proper legal authority, and
 - 2. they have been positively identified by photo ID, fingerprint or personal knowledge.
- B. Prisoners shall be requested to sign the receipt for their personal property after items have been compared against the original inventory log and found to be complete. Corrections Officers shall ensure all property including outerwear (i.e., jackets, coats, etc.) is released with the prisoner.
 - 1. Any discrepancies shall be reported immediately to the Commander of Operational Support, his designate, or the on-duty Watch Commander.
 - 2. Refusal of the prisoner to sign shall be noted on the booking sheet by the releasing officer. Notification shall also be made to the Commander of Operational Support, his designate, or the on-duty Watch Commander regarding this action.
 - 3. Items held as contraband or evidence shall be noted separately on the inventory form
- C. Authorities taking custody of released prisoners shall be provided with all relevant information on the prisoner, to include information on pending charges, illness or injury, suicide attempts or potentials, drug use, use of prescription drugs, records of medical treatment or diagnosis and potential for violence or escape. Prisoner property shall be released to and signed for by the accepting authority after it has been audited.

416.16 TRANSPORTATION OF PRISONERS TO OTHER HOLDING FACILITY

- A. When prisoners are to be transported to the St Louis County Department of Corrections for confinement, the transporting officer will follow the rules set forth by the St County Corrections Department pertaining to receiving prisoners.

B. The transporting officer will:

1. deliver a completed booking sheet showing charges and prisoner property inventory to the receiving officer;
2. obtain the signature of the receiving officer and/or written documentation detaining the prisoner transaction; and
3. advise receiving agency personnel of any potential medical, fit for confinement or security hazards.

416.17 TEMPORARY HOLDING

Detainees may be restrained and secured to the immovable rings at the secured bench, located just inside the jail facility from the sally port. This temporary holding bench should only be used when no other suitable method is available.

416.18 TRAINING

Annual review and acknowledgement of the provisions of this general order and orders directly relating to the holding facility will suffice as training for sworn personnel and dispatchers with responsibility for detainees in temporary custody.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written in a cursive style.

Colonel Thomas Jackson
Chief of Police

February 14, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Warrant Application
Booking, General
Case Disposition
DNA Collection
Fingerprints
Inventory, Prisoner Property
Livescan
Medical History
Mugshots
Photographs
Prisoner Meals
Prisoners, Holding Time Limits
Property, Prisoner

BOOKING PROCESS, FINGERPRINTS, MUGSHOTS**417.00 PURPOSE**

The purpose of this General Order is to establish policy and procedure for booking, fingerprinting and photographing arrested subjects. Further guidance is found in General Order 416.00 *Prisoner Conveyance and Holdover Facilities*.

417.01 POLICY

- A. No subject will be brought to the station and charged with an offense, unless probable cause exists that indicates the subject has committed a specific crime. Arrested subjects will be booked on state or local charges documented in the REJIS computer system.
- B. Prisoners being conveyed to the station should be brought inside the building through the sally port entrance unless approved otherwise by a supervisor. All officers must secure their firearms in a gun locker prior to entering the booking room / holdover.
- C. Immediately upon placing the prisoner in the booking room he will again be searched and all property seized and inventoried on the booking sheet. This will include, belts, shoelaces, wigs, jewelry, shoes, coats, hats, cigarettes, matches, and all personal items. The disposition of his automobile will be reflected in the police report. Generally, a prisoner should only retain his underclothing, shirt, pants and socks. Strip Searches will be made only as provided in General Orders. Only a female officer or other designated female personnel will search female prisoners. This does not preclude preliminary frisk searches at the scene for the officer's safety.

- D. After inventorying the prisoner's property, a complete description of the property will be entered in the "property" section of the REJIS system.
- E. The booking sheets will be maintained in the holdover area. A copy of the booking sheet will be forwarded to the Municipal Court when the prisoner is released. It will be sent with corresponding bond and paperwork for audit. At that time the booking sheet will be sent to the records division.

417.02 CASE DISPOSITION

- A. It is the policy of this department that all warrant cases will be applied for within thirty days of the arrest except in cases, which require laboratory analysis. When warrant application is delayed longer than 30 days, application will be made within 30 days of the results being received from the laboratory.
- B. The original copy of the booking sheet will be kept in the Holding Facility.
- C. Copies of booking sheets will be maintained in the record room. They will be held in storage for a period twelve months. At the end of twelve months, they will be disposed of with the permission of the Chief of Police.
- D. It will be the responsibility of the Officer/Detective to insure that warrant applications are made during the allotted 30 day period. It is the record room clerk's responsibility to maintain the Booking Sheets in numerical order using the Booking Sheet register numbers.
- E. Booking Sheets, which are completed for Protective Custody arrests, will not be entered into the computer and no photographs or fingerprint cards will be completed. All copies of the "Protective Custody" Booking Sheets will be filed with the incident report.

417.03 MEDICAL HISTORY

- A. It is the responsibility of the booking officer to identify persons admitted to the holding facility who might be security risks, who have medical conditions, which might require formal medical supervision, segregation from other prisoners, or other special handling. Therefore, the following areas should be addressed with the detainee and documented on the booking sheet under "Medical Remarks":
 - 1. the current health of the detainee:
 - 2. medications taken by detainee:
 - 3. behavior, including state of consciousness and mental status: and
 - 4. body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.
- B. In the event that the booking officer observes a medical condition or other abnormal condition which might require special handling procedure, he will immediately notify

the on duty Watch Commander who will determine what precautions to take. These precautions should be considered and acted on individually. Refer to General Order 473.00 – Medical Treatment for Prisoners for further guidance.

417.04 PHOTOGRAPHS:

The booking officer, using the REJIS system, will take three photographs (mugshots) of all adults arrested (except Protective Custody cases) and juveniles charged with a felony. The following procedure will be used for taking prisoner photographs.

- A. The officer should have the prisoner remove all hats, headbands, jewelry etc. prior to the photograph being taken.
- B. The officer will make sure that the correct arrest number is displayed and will have the arrested person stand in the designated footprints.
- C. The first photograph will be taken with the arrested person looking straight forward and the second photograph will be taken with the person looking to their right and the third photograph will be taken from the left.
- D. Photographs should be taken of accessible tattoos.
- E. If the arrested person wears glasses, take two sets of photographs with the person looking forward, one with glasses and one without glasses.

417.05 REQUIRED DNA COLLECTION

Effective August 28, 2009, it is mandatory that DNA samples will be collected for submission to CODIS for any person who is seventeen years of age or older and who is arrested for:

- burglary in the first degree under section 569.160, RSMo, or
- burglary in the second degree under section 569.170, RSMo, or
- any felony offense under chapters 565 (Crimes Against Persons), 566 (Sex Offenses), 567 (Crimes Against the Family), 568 (Prostitution), or 573 (Pornography), RSMo.

RSMo 650.055 requires that subjects arrested for the above qualifying offenses submit a DNA sample. The arrestee cannot refuse to submit a sample.

The following procedure shall be used for collecting the DNA samples:

- A. The MSHP DNA Profiling collection kits are to be used for the Offender DNA Collection program, they are not to be used for voluntary samples, elimination samples, or suspect samples.
- B. The booking officer must determine if the arrested person meets the above criteria for DNA collection. Upon determining that DNA is required, the officer shall;

1. Run a Criminal History or QDNA Query through MULES. This report will provide information if DNA has already received by the Highway Patrol. If the Criminal History and/or QDNA report shows there is DNA on File, then a DNA collection is not required.
 2. If the Criminal History and/or QDNA report shows there is NO DNA on file then a DNA sample must be collected.
- C. Each collection kit is designed for one time use and consists of protective gloves, a sample collection card, pre-inked fingerprint sheet, a disposable buccal swab, and a pre-addressed mailing envelope.
- D. The collection procedure is fully explained in each DNA Collection kit. The key items to remember are to wear the gloves when handling, obtaining, and packaging the sample. Be careful not to cough, sneeze or contaminate the sample during collection and packaging.
- E. The certification form must be filled out with the offender's information. In addition you MUST fill in the OCN, there is no designated space for it, but write it in next to the charge code. Next to the JAIL space write in either the letter A - for Arrestee or the letters SO - for Sex Offender.
- F. The left index fingerprint is required on the form. If the subject does not have a left index finger, use another finger but note on the card which one was printed.
- G. All of the Offenders Information cards are bar coded and must be accounted for. If you make a mistake filling out the card, simply place a line through the mistake and make the correction. If a card is beyond correcting, write INVALID across it and mail it to the MSHP lab for accountability
- H. After the booking officer completes the DNA Sample Collection Card, he shall put it in the preaddressed business reply envelope mail it. The samples will be mailed by the booking officer to the MSHP Lab in Jefferson City, MO.
- I. The booking officer must log all DNA samples taken into the "DNA Collection Log" Book.

DNA samples should always be taken in the fingerprint room where the entire process can be automatically recorded.

Per section 650.055 RSMo, a person that is required to submit a DNA sample does not have the right of refusal and "force may be used as necessary to the effectual carrying out and application of such processes and operations." In the event that a subject refuses to cooperate and submit to a DNA sample, a supervisor should be notified to respond to the booking

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room. The supervisor will determine the extent of any force that may be utilized to obtain the sample. Any use of force should be properly documented per General Order 410.00.

The statute requires an automatic expungement of the DNA if the warrant on the qualifying charges is refused. We have 90 days from the **time the warrant is refused** to notify the MSHP DNA Profiling Section, so they may expunge the DNA. If the warrant is issued or Taken Under Advisement, there is no notification or expungement requirement.

In order to track the and notify the MSHP DNA Profiling Section, officers/detective MUST notify the Evidence Manager if a warrant is refused on any qualifying charges, so that he may file the appropriate paperwork with the MSHP DNA Profiling Section.

The Evidence Manager will run a monthly query of arrests where a DNA sample has been taken to ensure that the MSHP DNA Profiling Section receives the necessary expungement notifications.

417.06 FINGERPRINTS:

Fingerprints will be required for all adults arrested on federal, state felony, misdemeanor, municipal ordinance and fugitive arrests. Fingerprints are not required for Protective Custody cases.

Fingerprints should be taken using the Livescan fingerprint machine. All officers are required to have six hours of training on this machine, to have passed the written test required by the State Criminal Records Division, and to have filed the AFIS Security application with the State Criminal Records Division. Once these requirements have been met, the officer will be assigned a sign-on name by the Site Administrator. If the Livescan machine is not operational, then it is permissible to fingerprint arrested persons using State and FBI fingerprint cards. The following is the procedure for using the Livescan machine.

- A. Enter the arrested person's information into the REJIS system. When this is done, the information can be cloned over to the Livescan machine. From the menu, select the type of fingerprint card desired (i.e. Criminal, Criminal with palms, Juvenile) and using the persons arrest tracking number, the data will be transferred from the REJIS Jail Management System to the Livescan system, if the data does not transfer, then it must be entered manually.
- B. Roll the persons fingerprints. When completed, the printed Livescan card should be attached to the booking for eventual forwarding to the record room. The Livescan machine will generate an Offense Cycle Number (OCN) on both the computer internal records and the fingerprint card itself (ex. F1000XXX). This OCN number will be entered into the Jail Management booking information in the field for OCN numbers. The arrested subject should sign all fingerprint cards.

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- C. Livescan will print three separate cards for juvenile offenders. One card contains the juvenile's ten print fingerprints and the OCN number. The other two cards contain the juvenile's pedigree information and the OCN number. These cards must be stapled together and sent to the Evidence Manager for forwarding to the St. Louis County AFIS Unit.
- D. When the fingerprint record is completed and approved, it will be electronically transferred to the State AFIS computer in Jefferson City. Any errors made in data entry should be corrected using the Livescan Correction Form available in the booking area. The officer should complete the form, listing the data entered in error and the corrected data. This form should be sent via fax to the State Criminal Records Division.
- E. For Fugitive arrests charges, the only prints required are the four finger right hand "pat" on page two of the booking sheet. The left hand "pat" can be used if the right hand is not accessible.

417.07 EMPLOYMENT APPLICANT CARDS:

Fingerprints for commissioned and civilian applicants should be taken using the Livescan machine. The pull down menu for "Reason Fingerprinted" should have "Law Enforcement Employment" checked to ensure that the department is not charged for the fingerprint search. The completed search will return from the State Criminal Records Division usually in 5-7 days.

417.08 ELIMINATION PRINTS:

Correction officers processing elimination prints will use the Livescan machine. In addition to the ten print cards, palm prints should also be taken. The completed cards should be forwarded to the evidence manager with the latent prints.

417.09 CITIZEN REQUESTS FOR FINGERPRINTS:

All persons coming into the station requesting fingerprinting for licenses such as doctors, attorneys, aliens, etc., i.e., Immigration authorities, the Missouri Bar, Medical Association, etc.

- A. This service will be provided for Ferguson residents.
- B. Fingerprinting service will be provided on weekdays, during the hours of 0900 and 1630, except holidays, or by special approval of the Watch Commander.
- C. The records clerk will receive the fee and issue a receipt. All fees received will be submitted to the City General Revenue Account.

417.10 DISTRIBUTION OF PRINT CARDS:

With the Livescan machine, the fingerprint cards are electronically transferred to the State AFIS computer in Jefferson City. When Livescan is not operational and the old fingerprinting system is used, the records clerk will be responsible to forwarding these cards to the Department of Public Safety, Missouri Highway Patrol Criminal Records Division, Post Office Box 568, Jefferson City, MO 65102.

417.11 PRISONER PROPERTY:

When an officer has arrested or otherwise taken custody of a prisoner, he is responsible for the property of that prisoner until such time that he has accounted for and properly secured the items. To avoid the possibility that a prisoner might allege theft from his or her property, the following procedure will be instituted:

- A. Whenever an officer takes custody of a prisoner from another jurisdiction it will be his responsibility to insure that he has received the proper items. This should be done by opening the property envelope and visually inspecting the contents to verify that the property is the same as listed on the envelope, or else have the prisoner verify the contents in your presence. This should be done while the officer is still present at the other jurisdiction.
- B. Officers will list each piece of property (except for misc. paper items) on our booking sheets, for any prisoner he arrests, regardless of the charge, and even if it has been packaged and accounted for by another agency. Officers are not to mark the property section of our booking sheet with statements similar to "One envelope with miscellaneous items" or "One sealed envelope".
- C. **Every item that an officer has listed on the booking sheet shall likewise be listed on the property envelope, along with the prisoner's name and our report number.** Officers may use the envelope of another agency if the items have been properly listed on the outside, the bag can be properly sealed, and our case number is marked on it.
- D. **NO** prisoner's property is to be placed into a property locker without being in a **sealed envelope (taped or stapled and initialed)** with the information properly listed on the outside. Large bulky items such as coats are to be listed in the property section of the report and simply placed in the locker along with the envelope.
- E. **If** an officer has to retrieve some item from the envelope at a later time, he will re-seal and initial the envelope when he is done and indicate the action in the REJIS Booking sheet.
- F. Cash will be counted by both the arresting officer and the arrested subject. The totals for both should agree.

- G. As each prisoner is released, the releasing officer will inventory all property in the prisoner's presence and will make sure that the prisoner signs for his property. In the event that a prisoner refuses to sign for his or her property, the arresting officer will notify the Watch Commander immediately.

417.12 PRISONER MEALS:

Prisoners confined to our holdover are entitled to be fed if they have been confined for at least three hours prior to a meal period.

BREAKFAST-6:00AM - 7:00AM
(Honey Bun)

LUNCH-11:00AM - 1:00PM
(Pot Pie)

DINNER-5:00PM - 7:00PM
(Same as Lunch)

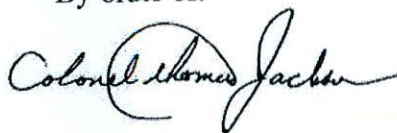
416.13 PRISONER HOLDING, TIME LIMITS:

- A. Prisoners will not be held in this department's facility no longer than seventy-two (72) hours.
- B. If an arrest is made without a warrant and a warrant is not issued within twenty-four hours, the prisoner must be released at or prior to the twenty-four hour mark.
- C. If a prisoner wanted by another agency has not been picked up by the twenty-four mark, that prisoner shall be released or transferred to the St. Louis County Department of Welfare, whichever is appropriate for the situation. The St. Louis County Department of Welfare will accept prisoners that are wanted by other agencies if a felony warrant, federal warrant or federal detainer has been issued. They will also accept prisoners wanted on misdemeanor warrants by agencies that are outside of St. Louis County. Officers may call the intake desk at St. Louis County at 314-615-7098 to verify prior to conveyance that the prisoner will be admitted.
- D. If a warrant is issued on Ferguson case for a state felony or misdemeanor, that prisoner will be conveyed to St. Louis County Department of Welfare.
- E. If a prisoner being held on a Ferguson Municipal warrant has not posted bond within seventy-two hours, that prisoner shall either be released on a Recognizance Bond or transferred to the St. Louis County Department of Welfare (for guidelines see General Order 472.00 *Ferguson Municipal Prisoner Incarceration...*).

February 14, 2011

- F. The seventy-two hour rule will be adhered to unless otherwise directed by the Ferguson Municipal Court, the Commander of Operational Support or his designee.
- G. Prior to releasing all detainees WANTEDS and WARRANTS checks shall be completed through NCIC, MULES and REJIS.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

411.00

The undersigned hereby certifies that the above is a true and correct copy of the original as the same appears in the records of the County of [] State of []

Witness my hand and seal of office this [] day of [] 19[]

[Signature]

[Seal]

February 2, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Evidence, from body searches

Searches, Body

Strip Searches

STRIP AND BODY CAVITY SEARCHES**418.00 PURPOSE**

The purpose of this General Order is to establish uniform procedures regarding the physical search of any prisoner who is to be confined.

418.01 DEFINITIONS

- A. **"Custodial Search"** The thorough examination, with the hands, of the person's clothing, including the inside of the pockets and other compartments, (e.g. coats, hats, belts, shoes, socks, etc.).
- B. **"Body Cavity Search"** The inspection of the interior of a person's anus or genitalia.
- C. **"Strip Search"** The removal or rearrangement of some or all of the clothing of a person so as to permit a visual or manual inspection of the genitals, buttocks, anus, breasts, or undergarments of such person, but not including the interior of the genitals or anus.

418.02 POLICY

All persons who are to be confined to a holdover cell will be subject to a thorough custodial search conducted by a person of the same sex as the person being searched, whenever reasonably possible. Any outer clothing and accessories (coats, hats, shoes, etc.) which are too bulky or restrictive to allow a thorough search will be removed and carefully searched.

418.03 PROCEDURES FOR BODY CAVITY SEARCH:

Body cavity searches are conducted at a hospital only after a search warrant has been obtained and all of the following provisions have been met:

- A. There is probable cause to believe the person to be searched is concealing evidence, contraband, or a weapon or dangerous instrument within a body cavity (facts to include, but not limited to, nature of the charge, prior arrest history, and information from informant, etc.).

February 2, 2011

- B. The on-duty Watch Commander has given written approval for the search. Written approval will be recorded on the Booking Sheet in the unused area below the "charges" section.
- C. The search must be conducted in the presence of an officer of the same sex as the person being searched. Only those persons necessary for the security and safety of the officer and prisoner will be present.
- D. The search must be conducted under sanitary conditions and in a place where the search cannot be viewed by persons other than that necessary for the security and safety of the prisoner and officers.
- E. The search must be conducted by a physician, registered nurse or licensed practical nurse licensed to practice in Missouri.
- F. A search warrant must be secured in accordance with current law. The person to be searched will be conveyed to a hospital, where the officer will request a doctor to conduct the search. Copies of the Search Warrant will be presented to the doctor for hospital files.

418.04 PROCEDURES FOR STRIP SEARCHES:

A strip search will be conducted only when all of the following provisions have been met:

- A. A strip search may be conducted at the station and no search warrant is required when there is probable cause to believe the person to be searched is concealing evidence, contraband, or a weapon or dangerous instrument (facts to be considered include, but are not limited to, nature of the charge, prior arrest history, information from informant, etc.)
- B. The on-duty Watch Commander has given written approval of the search. Written approval will be recorded on the Booking Sheet in the unused area below the "charges" section.
- C. The search must be conducted in the presence of an officer of the same sex as the person to be searched. Only those persons necessary for the security and safety of the officer and prisoner will be present.
- D. The search must be conducted under sanitary conditions and in a place where the search cannot be viewed by persons other than that necessary for the security and safety of the prisoner and officers.

February 2, 2011

418.05 DELAYS IN SEARCHES:

Whenever it becomes necessary to delay a strip search or body cavity search (i.e. awaiting medical personnel or officers of the same sex as the prisoner), precautions must be taken to ensure the prisoner is isolated and kept under adequate surveillance.

NOTE: Refusal of a warrant, expiration of twenty hours without a warrant being issued, or the posting of bond requires the immediate release of a prisoner, regardless of the status of any pending searches.

418.06 EVIDENCE:

Whenever evidence is seized as a result of a prisoner search, the officer who discovers the evidence will be responsible for the seizure, as well as the marking and packaging of the evidence. If the seizing officer is not the arresting officer, then the seized evidence may be turned over to the arresting officer for delivery to the lab or the prosecuting attorney's office depending on the circumstances, after it has been properly marked and packaged by the seizing officer. In these instances the arresting officer will initial the evidence container in order to keep the chain of custody intact.

418.07 REPORTS

In all cases when a strip or body cavity search is conducted, a report will be made which clearly identifies the circumstances leading to the search, the conditions under which the search was conducted, identifications of parties involved, and the results of the search.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

4/18.00

January 29, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

REJIS, Warrant Cancellation

Warrant Applications

WARRANT APPLICATION

419.00 PURPOSE

The purpose of this General Order is to establish warrant application procedures for State felony and misdemeanor charges.

419.01 POLICY

Officers will submit their reports to their supervisors prior to applying for warrants at the St. Louis County Prosecuting Attorney's Office. The reviewing supervisor will determine which jurisdiction (St. Louis County or City Municipal Courts) will receive the case.

419.02 PROCEDURE:

- A. Applications for warrants at the St. Louis County Prosecuting Attorney's Office must be made within thirty (30) days after the arrest. Supervisors will be responsible for monitoring the warrant application process to insure the time constraints of 30 days are strictly adhered to.
- B. All applications for warrants at the St. Louis County Prosecuting Attorney's Office shall be reported by completing a warrant supplement in the Computer System.
- C. Officers should obtain the necessary information available to them after the warrant has been applied for, and place this information in the warrant supplement report. This information includes, but is not limited to, date of issuance, name of suspect, charges issued, the name of the reviewing prosecuting attorney, the amount of bond, etc. Officers will familiarize themselves with the information that is needed.
- D. If the arrested person is in custody at the time in which a warrant has been issued, the warrant may be maintained by the officer. However, if the arrested person is not in custody the warrant will be left with the issuing court to be processed in the normal manner or will be immediately hand carried to the Warrant Service Unit, St. Louis County Police Department.
- E. Warrants delivered to the County Police Department are their responsibility. Entering the wanted subject in the computer and effecting the arrest is vested in the County Police. However, this does not preclude you from arresting the subject if he is

January 29, 2011

observed within our jurisdiction. Justification for the arrest is the knowledge the warrant has been issued.

- F. After completing the warrant supplement reflecting the disposition of the warrant, the officer's immediate supervisor will be notified and review the warrant supplement report for approval.

419.03 COMPUTER ENTRY:

- A. The officer who obtained the warrant will check the REJIS Wanted Person file and if an active wanted is on file by Ferguson for the same incident or crime that had been entered prior to the warrant being issued, the officer will give the information to the dispatcher for cancellation.
- B. Dispatchers will complete the necessary computer cancellation, printout the cancellation, and place it in the REJIS/NCIC (Cancellation and Messaging) file.
- C. The communication supervisor will validate the computer printout with all available information for completeness and accuracy.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

February 14, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Arrests, Domestic Violence

Domestic Violence

Ex Parte Order

Orders of Protection

Victim Services

Warrant Application, Domestic Violence

DOMESTIC VIOLENCE

420.00 PURPOSE

The purpose of this General Order is to establish guidelines for police intervention in acts of domestic violence, to provide increased understanding of attention to domestic violence problems and to improve maximum safety for domestic violence victims and members of this department.

420.01 POLICY

The primary objectives in responding to domestic violence calls are to de-escalate violent situations, to reduce officer injury, to reduce repeat calls, to enforce the law against violators and to facilitate prosecution where applicable.

420.02 DEFINITIONS.

- A. **"Domestic Violence"** The infliction of physical harm, bodily injury or assault, or the fear of imminent physical harm, bodily injury or assault, by one family or household member on another.

The term domestic violence refers to any felony, misdemeanor or ordinance crime against person or property-involving parties in a domestic relationship as previously described. Domestic violence will include but not be limited to the following offenses:

Murder, manslaughter, assault, harassment, all types of sexual offenses, robbery, arson, property damage, armed criminal action and weapons offenses, peace disturbance, offenses against the family (to include incest, abandonment of a child, endangering the welfare of a child, abuse and neglect of a child).

Note: a threat to commit bodily harm constitutes an "Assault Third Degree" under state statute and violation of Ferguson Municipal Code, 29-36.

- B. **"Abuse"** Includes, but is not limited to, the occurrence of any of the following acts, attempts, or threats against a person as defined in RSMO. 455.010-455.085, assault, coercion, harassment, unlawful imprisonment.
- C. **"Adult"** For purposes of the Adult Abuse Law any person eighteen years of age or older, or otherwise emancipated.
- D. **"Household Member"** Adults who are either spouses, former spouses, persons related by blood or marriage, persons who are presently residing in the same dwelling, or have resided together in the past, and persons who have a child in common regardless of whether they have been married or resided together at any time.
- E. **"Petitioner"** A household member who has filed a verified petition alleging abuse.
- F. **"Respondent"** A household member against whom a verified petition has been filed.
- G. **"Ex Parte Order of Protection"** An order of protection issued by a Circuit or Associate Circuit Court before the respondent has received service/notice of the petition or has had an opportunity to be heard.
- H. **"Full Order of Protection"** An order of protection issued after a hearing on the record.
- I. **"Service of an Order"** The delivery of an Ex Parte Order of Protection or Full Order of Protection to a respondent by a court process server.
- J. **"Notice of an Order"** (Ex Parte Order only) Authority is granted to an officer whereby he can present a copy of an Ex Parte Order of Protection to the respondent. This notice will enable officers to make an arrest for any violations occurring thereafter.

420.03 PROCEDURES:

- A. Dispatcher (Communications) Responsibilities:
 - 1. Because the dispatcher is likely to be the first person to receive the call, he is a key person in determining the type of response.
 - 2. The dispatcher is responsible for obtaining necessary information to dispatch the call. The dispatcher will obtain the following information:
 - a. The complaint's name, address and phone number.
 - b. Location and time of occurrence.

- c. If any weapon or physical violence is involved.
- d. If anyone is injured, is an ambulance needed.
- e. After dispatching at least two units to the scene and an ambulance if needed, the dispatcher should obtain a direction and mode of travel, if the assailant(s) have left the area, to relay to the officers enroute.
- f. The dispatcher should also inquire as to the assailant's frame of mind, such as a known mental condition, intoxicated, etc., and relay it to the responding units.
- g. Does complainant have a current "Order of Protection."
- h. Has there been a call to the same location during the previous twelve hours? It is the dispatcher's responsibility to notify the responding officers if that is the case.

B. Patrol Responsibilities:

1. Approaching the scene:

- a. Avoid the use of sirens and emergency lights in the vicinity of the scene.
- b. Officers must be concerned about their safety and the safety of the victim. All common sense and learned police techniques should be utilized to minimize the possibility of injuries.

2. Initial contact with complainants:

- a. Identify self as police officer, give explanation for your presence and request to speak to complainant. If complainant is in residence and the officer is prevented from speaking to complainant, the officer should seek entry into residence.
- b. If police officer is refused entry: When refused entry to a residence, the Police Officer must be persistent by explaining that a complaint was received and must be verified. If entry is still refused, have the dispatcher call the residence and re-contact the complainant or victim. If entry is still denied, contact your supervisor and explain the situation.
- c. A Police Officer may force an entry when: There may be times when enough probable cause exists to indicate that a felony is occurring, has just occurred, or that a life is in danger. In these cases if entry is

refused, or there is no reply from the premises, forced entry may be necessary to protect a life or make an arrest.

- d. Some of the circumstances that can provide probable cause for an entry would include cries for help, weapons displayed, obvious signs that a struggle occurred, eyewitness account that a crime has occurred and that the victim is still on the premises.
- C. Warrantless Entry: Officers should consider the following elements when considering a forced, warrantless entry:
1. The degree of urgency involved and the time required getting a warrant.
 2. The possibility of danger to others, including police officers left to guard the site.
 3. Whether officers reasonably believe that persons may be armed.
 4. The victim needs medical treatment.
 5. The risk to officers and others that may result from a forced entry.

420.04 ARREST POLICY:

- A. All calls of abuse complaints are to be viewed as incidents of alleged criminal conduct in which assistance and protection will be provided to victims in a timely manner.
- B. Calls for service involving domestic violence will require immediate response particularly if the following conditions exist:
 1. Previous incidents of domestic violence have occurred between the parties, or
 2. Violence is imminent or in progress, or
 3. A protection order is in effect.
- C. When an officer determines there is probable cause to believe that a violation of an Ex Parte Order of Protection or Full Order of Protection has occurred, after service or notice has been given to the respondent, the officer will affect an arrest, as these violations constitute a Class A misdemeanor.
- D. There are four violations of a protection order which qualify to make an arrest:
 1. An act of abuse;

2. Failure or refusal of the respondent to surrender any minor children in accordance with a protection order/custody order;
3. Entrance on the premise of the petitioner's dwelling unit;
4. Stalking.

420.05 VICTIM REFERRAL SERVICES:

The officer at the scene of an alleged incident of abuse WILL inform the victim of available judicial remedies for relief. Additional victim assistance procedures are found in GO224 *Rights of Victims and Witnesses*. Officers should advise an abuse victim of available shelter services, specifically the following information:

- A. In St. Louis County, the "Victim Service Council" (VSC), located at 7900 Carondelet, on the 4th floor of the St. Louis County Courthouse, phone number 314-615-4872 is a private, nonprofit agency serving victims of crime in St. Louis County.
- B. The VSC personnel will provide both instructions as to how to obtain an Ex Parte Order of Protection and if available, a volunteer to accompany the complainant through the judicial process to obtain the Order(s).
- C. The VSC is available to provide assistance to victims of all crimes including family violence. The following named services are available to victims of adult abuse and officers should be familiar with the services in order to acquaint the victims with this information.
 1. Victim Service Council (615-4872) Information, referral and support services. VSC is located on the 4th floor, Room 432 and is open Mon-Fri 8:30 -4:30. Messages may be left after hours, and calls will be returned the next working day.
 2. National Domestic Violence Hotline (1-800-799-SAFE)
 3. Shelters:
 - a. ALIVE - 24 hour Crisis Line (314-993-2777), provides individual counseling, support groups, nights of safety, court advocacy and community education.
 - b. St. Martha's (314-533-1313) Emergency shelter; food and clothing; support groups; individual counseling; advocacy program/legal and medical; information and referral; children's program.

- d. Women's center (636-946-6854) Emergency shelter; support groups; chemical dependency groups; children's program; serves St. Charles and surrounding areas.
 - e. Women's Crisis Center (618-235-0892) Crisis line; emergency shelter; legal advocacy; children's program; parent support group; education, and employment services; serves Belleville, IL and surrounding areas.
 - f. Oasis (618-465-1978) Emergency shelter, counseling; supportive services; advocacy for children; referral services; serves Alton, IL and surrounding areas.
3. Other Services
- a. Legal Advocate Service for Abused Women (314-664-6699 or 1 800 527-1460)
 - b. Aid for Victims of Crime (314-652-3623) 24-hour hotline; general counseling and referrals.
 - c. Safe Connections (531-2003) 24 hour crisis line; information and referral; individual and group counseling; community education.

Note: All Ferguson Police Officers are required to have in their possession handout material which provides victims of abuse additional resources and information. Officers can obtain the handout material from their supervisor.

- D. Officer will assist victim in contacting referral services and will arrange for transportation to a shelter.

420.06 ARREST PROCEDURES:

-
- A. When an officer has probable cause to believe that someone has committed a violation of law amounting to abuse or assault (as defined earlier in this General Order) against a family or household member, the officer MAY arrest the offender:
- 1. Even if the act alleged did not occur in the presence of the officer; and / or
 - 2. Even if the victim does not wish to sign an official complaint.
- B. Officers WILL affect an arrest, regardless of whether a victim desires prosecution, based upon probable cause and supported by statements of the victim or witnesses, of abusers in domestic situations in the following circumstances:
- 1. Where a felony has been committed.

2. Where the officer(s) is aware of a past history of assaults committed by the abuser and there is probable cause to believe that another assault has occurred.
 3. Where a weapon was used to inflict the injury or was used to intimidate or threaten the victim.
 4. Where a physical assault has occurred and, if the officer takes no action, there is a strong likelihood that further violence or injury might result.
 5. In cases where the conditions of a valid order of protection issued under the terms of the Missouri Adult Abuse Law have been violated.
 6. Where there are valid warrants, or computer wanted's on file for either party.
- C. If the officer does not make an arrest, the officer WILL make a written report describing the incident and the reason why no arrest was made.
- D. If this department is called to the same address within a twelve-hour period and the officer has probable cause to believe the same offender has committed a law violation against the same or any other family member, the officer WILL arrest the offender for the offense. The report of the previous incident may be considered as evidence of the offender's intent.
- E. Even if both parties claim to have been assaulted, the officer is not required to arrest both of them, but is to attempt to identify and arrest the person believed to be the primary physical aggressor. To make that determination, the officer is to consider:
1. The intent of the law is to protect victims of domestic violence from continuing abuse;
 2. The comparative extent of injuries inflicted or serious threats creating fear of physical injury;
 3. The history of domestic violence between the parties.
- F. No officer will threaten to arrest all parties for the purpose of discouraging requests for law enforcement intervention.

420.07 WARRANT APPLICATION:

- A. Warrant applications will be made in the office of the St. Louis County Prosecutor for state statute violations. Specific attorneys are designated to review such applications.

February 14, 2011

- B. The St. Louis County Prosecuting Attorney's office has a policy concerning the prosecution of domestic violence cases. The prosecutor's office will pursue victimless prosecution on some domestic violence cases, meaning that they will continue to prosecute some cases even without the cooperation of the victim. To prosecute domestic violence cases without victim cooperation, the prosecutors need;
1. Excited utterances - made by the victim at the scene, documented in the police report in exact quotes. Also, include a description of the victim's emotional state (crying, trembling, hysterical etc.)
 2. Physical injury - described in detail and photographed. The P.A.'s office is stressing the importance of photographing these injuries and suggest that in some cases it might be appropriate to return a couple of days later and photograph again when bruising is more evident.
- C. All domestic violence cases taken to state court, including ex parte violation cases, will have one prosecutor assigned that will handle the case from beginning to end.
- D. If the victim of Domestic Violence does go to an emergency shelter, the name of the shelter is all that is necessary. Do not put the address of the emergency shelter in your report.
- E. Another important part of this form is the request for the 911 tape. The P.A.'s office wants a CD copy of the incoming 911 call to be placed into evidence for future use in prosecution. It is not necessary to seize the original tape from communications. It will be the responsibility of the reporting officer to contact the communications supervisor and request a copy of this call. You must also identify in your police report the name and DSN of the dispatcher that received the call.
- F. For warrant application, prosecutor's request not only a full record check on the suspect, but also copies of any other domestic violence police reports previously reported to this department.
-
- G. Violations of City Ordinance's should be presented to the Ferguson City Attorney for prosecution.

By order of:

COLONEL THOMAS JACKSON
Chief of PoliceDistribution

All Department Personnel

November 30, 2010

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Bonds
Bonds, Charge Amounts
Bonds, Other Jurisdictions
Recognizance Bond
Surety Bond

BOND PROCEDURES

421.00 PURPOSE

The purpose of this General Order is to establish procedures for accepting bonds on Ferguson municipal charges and bonds for other jurisdictions.

421.01 POLICY

Bonds will be accepted for Ferguson charges on Bond Forms designed and provided by the Ferguson Municipal Court.

421.02 BOND AMOUNTS:

- A. Bond amounts are assessed by the Judge of the Municipal Court of Ferguson and have been set in amounts as follows:

Driving While Revoked	\$200.00
Driving While Intoxicated	\$300.00
Leaving the Scene of an Accident	\$300.00
Driving While Suspended	\$200.00
No Operators License	\$200.00
Careless and Imprudent Driving	\$200.00
All Other Traffic Violations	\$200.00
Stealing Under	\$300.00
Assault	\$300.00
Resisting Arrest	\$1000.00
Destruction of City Property	\$1000.00

421.03 REDUCTION OF BOND AMOUNTS: Any Watch Commander having custody of a person is authorized to set Bond as prescribed in this General Order. The Watch Commander may authorize a reduction in the prescribed bond to an amount obtainable by the arrested subject, or may authorize a recognizance if the circumstances require such action.

November 30, 2010

421.04 PROCEDURES FOR ACCEPTING CASH BOND - MUNICIPAL COURT: Check the "Cash Bond" box on the form. When the defendant posts bond, he is referred to as the "Principal". If any other person delivers (cash or money order) bond for the defendant, that bond money is recorded as the Principal's money and bond. When a cash bond is presented, the corrections officer will count the money in the presence of the defendant. The pink copy of the bond receipt is given to the defendant. The yellow copy of the bond receipt, along with the cash is dropped into the lock box between the correction security doors. The appropriate entry is to be made by the correction officer in the bond logbook. The white copy of the bond receipt, along with a copy of the original warrant, will be attached to the booking sheet. The defendant (principal) must always sign the bond receipt and will be given the pink copy of the bond receipt.

Every Monday the Corrections Manager and the Administrative Court Clerk will collect the monies and bond receipts from the lock box and audit the contents.

421.05 CORPORATE SURETY (Professional Bondsman): We no longer accept corporate surety (professional) bonds.

421.06 RECOGNIZANCE BOND: When a recognizance or appearance bond is executed, complete the bond form as necessary. Draw a line through the spaces where cash or cash acceptance is indicated. Check the box marked "Recognizance Bond". Even though this is a recognizance bond, the defendant is still required to sign the bond form. The Recognizance Bond form is not numbered and will be sent to courts with the booking sheet of the defendant.

421.07 PROPERTY BOND: We do not accept property bonds.

421.08 ACCEPTING CASH BONDS FOR OTHER JURISDICTIONS: We no longer accept cash bonds for other jurisdictions.

421.09 GENERAL PROVISIONS: The "Control Number" located on the top left-hand corner is for use by the Court only. Each bond has an individual control number. If, for some reason, an officer needs to void a bond receipt, do not throw the form away. Write the word "VOID" across the front of the form and deposit the discarded bond receipt into the bond box. Each of these receipts must be accounted for. There is no numbering system for the recognizance bond sheets.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

February 2, 2002

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Field Investigation Reports (FIRS)

REJIS, FIRS

FIELD INVESTIGATION REPORT (FIR)**422.00 PURPOSE**

The purpose of this General Order is to establish procedures for conducting field investigations.

422.01 POLICY

- A. The FIR will be used and completed on persons, persons and vehicles in their possession or unoccupied vehicles in all instances when an officer feels that any of the above may be in the area for a questionable or suspicious purpose. Persons and vehicles should be checked for stolen or wanted when completing a FIR.
 - B. Officers will follow the instructions printed on the inside cover of the REJIS FIR book and use standard abbreviation where appropriate. Shaded areas on the FIR book are required information on persons or vehicles or both if applicable. Incorrect FIR's will not be accepted by REJIS and dispatchers will return to the officer's supervisor for correction.
 - C. Officers will turn completed FIR's to their supervisor prior to the end of their watch for corrections. The supervisor will then give them to the on duty dispatcher for entry into the computer. After the FIR has been entered into the computer, the communications section will then forward the FIR to the Bureau of Investigation where it will be filed.
-
- D. Blank FIR books are provided by REJIS and are available to officers through their Watch Commander.

By order of:

COLONEL THOMAS JACKSON
Chief of PoliceDistribution
All Department Personnel

4/22

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Report of Special Agent in Charge
(Type in full name of Special Agent in Charge)

DATE OF REPORT

TO WHOM REPORT IS MADE

NAME OF PERSON OR ORGANIZATION
REPORTED ON

CHARACTER OF OFFENSE OR
ACTIVITY

REMARKS

February 2, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**
Extradition

EXTRADITION PROCESS FOR ALL OUT-OF-STATE PRISONERS**423.00 PURPOSE**

The purpose of this General Order is to establish procedures for the handling of prisoners wanted by other State jurisdictions that will prevent duplication of work and expedite the extradition process.

423.01 POLICY

- A. Arrest the wanted person and book as a Fugitive:
1. Include the City, State or County jurisdiction that wants him, on the booking sheet in "Charge Section"
 2. Include the name and telephone number of the person you talked to at the agency that wants the arrested subject when you call to verify the want in the "Remarks Section"
 4. Attach a copy of the computer hit / print out to booking sheet copy that you give St. Louis County Detention Services when you drop off the fugitive.
- B. Advise the out-of-state agency when verifying the want by phone to direct all future inquiries and correspondence to the St. Louis County Police Department, 7900 Forsyth Blvd., Clayton, MO 63105, Telephone # (314) 615-7101.
- C. Responsibility for formal waivers, extradition matters and other legal procedures will be handled by the St. Louis County Police Department.
-

By order of:

**COLONEL THOMAS JACKSON**
Chief of PoliceDistribution:
All Department Personnel

4/23.00

OFFICE OF THE CHIEF OF POLICE

REPORT OF OFFICER

DATE OF INCIDENT

TIME OF INCIDENT

LOCATION OF INCIDENT

DESCRIPTION OF INCIDENT

OFFICER'S COMMENTS

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Arrests, Teletype Wanted

REJIS, Teletype Wanted

Teletype Wanted

TELETYPE WANTED ARRESTS

424.00 PURPOSE:

The purpose of this General Order is to establish procedures for placing a Teletype "arrest wanted" into the REJIS system.

424.01 PROCEDURE:

- A. All Teletype wanted entries will be based on probable cause. Any officer wishing to place a "wanted" into the computer for a suspect, a missing person, or a vehicle will first get the approval of their supervisor. NOTE: Before a wanted entry can be placed in the computer, probable cause for arrest must exist to justify placing the wanted. To submit a wanted for a missing person or a wanted on a person the officer will submit an "arrest registration card", completed to the dispatcher. The dispatcher will make the entry into the computer, and place the Teletype printout into the (NCIC/MULES/REJIS) tracking system file. A copy will be given to the officer for his report. The "arrest registration card" will then be placed in the "wanted card file" To submit a wanted for a vehicle an officer will need to complete the vehicle entry report page from I.T.I. describing the vehicle and the reason for entry into the system. After entry the dispatcher will submit the teletype to the (NCIC/MULES/REJIS) tracking system file and place the vehicle report page in "wanted/stolen vehicle" folder file.
- B. All "wanted" teletypes will be entered initially into the REJIS system by the communications section. Depending on the charge, they may also be entered into MULES and NCIC.
- C. If a warrant(s) were obtained through the St. Louis County Prosecuting Attorney's office, the warrant information will be entered into the REJIS system by the St. Louis County Police Department. All warrants will be then be handled by St. Louis County.
- D. If a wanted is placed on a subject for a Municipal Ordinance Violation(s), the officer will complete the "arrest registration card" and indicate on the back of the card that the complaint(s) are in the "Wanted File" located in the Communications Office. When the subject is arrested the correction officer has access to the complaint(s) regarding the charges against the defendant.

April 8, 2010

Rev. December 31, 2012

- E. All warrants from the Municipal Court system are entered into the REJIS system by the Municipal Court Clerks/Police Records Clerks.
- F. When entries are to be cancelled from the computer, the officer will advise the on duty dispatcher to cancel either the person or the vehicle. The dispatcher will indicate in the cancellation which officer authorized the cancellation and the reason. The dispatcher will remove the "arrest registration card" from the active file to the inactive file. The cancelled "arrest registration card" may be destroyed once the entry has been purged from the system by REJIS. Once a vehicle is cancelled from the system the dispatcher will advise the officer so that it can be supplemented into the report. The cancelation will be retained as required by REJIS protocol.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a faint circular stamp.

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

January 31, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Consent to Search

Form 003, Consent to Search

Search Warrants

Warrantless Searches

Warrants, Search

SEARCH WARRANTS AND WARRANTLESS SEARCHES

425.00 PURPOSE

The purpose of this General Order is to outline the Department procedures to be followed when obtaining and executing a search warrant and to ensure that officers document the circumstances, which occurred before and during a warrantless search.

425.01 POLICY

- A. Before any officer assigned to the Bureau of Field Operations attempts to obtain a search warrant, the detective bureau will be notified. Detective bureau personnel will assist the individual officer(s) in drawing up, applying for and actually executing the search warrant.

If no detective is on duty at the time in which a search warrant is deemed to be proper for the continuation of a criminal investigation, the commander of the detective bureau who has an "on call cell phone" will be contacted and advised of the circumstances.

- B. The officer requesting the warrant will contact the St. Louis County Police Dispatcher at 889-2341 and obtain the name of the prosecutor who is on call and contact him for instructions, and search warrant protocol.
-

- C. If a confidential informant is being utilized, on rare occasions a prosecuting attorney or judge might request to speak to the confidential informant. In those instances arrangements need to be made to bring the confidential informant to the courtroom as requested.
- D. The building or location to be searched must be described in detail in the search warrant application (i.e. numerical address, one or two story building residence or apartment building, brick or frame, colors, direction building faces, number of rooms, exact location of building to be searched) and any other descriptive information characteristics of the particular building.
- E. Items being sought in the warrant must be described in as much detail as possible, serial numbers are generally required in the search warrant on items which were

January 31, 2011

numbered by the manufacturer (TV, guns, radios, tape recorder, etc.). The location of the items within the residence should also be mentioned on the warrant (i.e. bedroom, closet, chest, etc.)

425.02 PROCEDURE - SEARCH WARRANTS IN FERGUSON:

- A. Once a search warrant is obtained, it must be executed as soon as possible.
- B. At least one supervisor will be present at all times on the scene during the execution of a search warrant.
- C. At least one of the officers present on the scene will be required to be in uniform.
- D. Upon arrival at the scene, the officers executing the search warrant are required to identify themselves and state their purpose before effecting entry.
- E. The decision to use force to enter the building or area to be searched will be made by the supervisor only and when in his judgment, no reasonable alternative exists.
- F. Officers are permitted to gather together all persons inside the premises and keep them at one location inside the building while the search is being conducted.
- G. The original copy of the completed search warrant and a copy of the inventory and return sheet will be posted in a conspicuous place inside the building prior to the officer's departure when there is no occupant present to accept it.
- H. The completed 2nd and 3rd copies of the "warrant" and the "return and inventory" sheet are to be returned to the issuing judge within 10 days from the date of issue. The officer who obtained the warrant should return it in person to the judge or his clerk.

425.03 PROCEDURE - SEARCH WARRANTS IN OTHER JURISDICTIONS:

- A. When a search warrant is being sought in another jurisdiction or unincorporated area of St. Louis County, the officer seeking the search warrant will notify the detective bureau. The detective bureau personnel will assist with drawing up, applying for, and executing the search warrants. The police agency within the jurisdiction of the search warrant will be notified in advance of the actual execution of the search warrant and their assistance request for the execution phase.
- B. The St. Louis County Tactical Units are available for entry on search warrants. If a supervisor determines that the St. Louis County Tactical Unit should be used to execute the entry for a search warrant, they should immediately notify the St. Louis County Tactical Unit upon the initiation of obtaining the warrant. Contact with the on duty tactical supervisor or notification of an impending search warrant entry assistance should be made through the St. Louis County Dispatch at 314 889-2341.

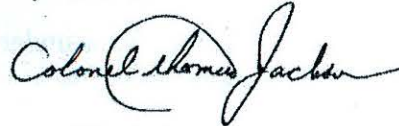
425.04 WARRANTLESS SEARCHES:

- A. Warrantless searches are most often encountered and authorized incident to:
1. a valid arrest or at the scene of a crime;
 2. plain view searches;
 3. automobile searches under certain conditions;
 4. searches made under emergency conditions where the public safety is endangered;
 5. searches made after valid consent has been obtained;
 6. a frisk of individuals based in reasonable suspicion that the subject is armed and has articulable reasons to fear for his/her safety; and
 7. inventory searches of seized vehicles and property.
- B. Police officers must be able to show that their search was based on probable cause or their protective frisk was based on reasonable suspicion and both were conducted in accordance with the U.S. Constitution.
- C. Reporting Procedures:
1. When a search is conducted in conjunction with an arrest, the Arrest Report is the only form of documentation, the justification for the search shall be noted in the narrative of the report.
 2. The facts and circumstances to support reasonable suspicion or probable cause for a warrantless search must be properly documented. Such information shall be stated in the narrative section of the police report. Emphasis shall be given to all details surrounding the circumstances preceding the search. Details would include any observations by officers, statements, physical evidence or any additional information, which the officer used to develop reasonable suspicion or probable cause to conduct the search. The police report shall include a description of the area searched, as well as the results of the search.

January 31, 2011

3. If Consent to Search Form FPD Form 003 is utilized, the officer shall properly complete the form. This form shall be packaged as evidence.
4. In the event that an owner / suspect gives consent to search a residence or business, no more than two officers will conduct the search unless approved by a supervisor.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution: All Department Personnel
Attachments: FPD Form 003

FERGUSON POLICE DEPARTMENT

FERGUSON POLICE DEPARTMENT

CONSENT TO SEARCH

I _____ hereby grant my consent to allow police officer(s) from the Ferguson Police Department to search my property without a search warrant.

The property is located at (address) _____

The property is described as (see examples) _____

Home Apartment Mobile Home Attached or Unattached shed / garage Place of Business Automobile / vehicles

I understand that I have the right to refuse to give my consent to search.

I further state that I voluntarily give my permission to police officers from the Ferguson Police Department to search the describe property.

I grant this permission without threat, threat of force, promises, or coercion.

Signature _____

Date _____ Time _____

WITNESSED BY:

Signature _____

Date _____ Time _____

Signature _____

Date _____ Time _____

CONSENT TO PARTICIPATE

DATE: _____

Participant Name: _____

Signature: _____

Printed Name: _____

Address: _____

City: _____

State: _____

Zip: _____

CONSENT TO SEARCH

I, _____, hereby grant my consent to

_____ and _____
(Officer name, Rank, & DSN) (Officer name, Rank, & DSN)

Officers of the Ferguson Police Department to search the following:

Describe area to be searched in detail; e.g. motor vehicle, apartment, house, place of business, etc.

I understand that I have the right to refuse to consent to the search described above and to refuse to sign this form.

I further state that no promises, threats, force, or physical or mental coercion of any kind whatsoever have been used against me to get me to consent to the search described above or to sing this form.

Signature:
Date:
Time:

Witnesses:

GENERAL INFORMATION

NAME OF THE PARTY

DATE

POLICE DEPARTMENT INFORMATION

NAME OF THE OFFICER

NAME OF THE STATION

ADDRESS OF THE STATION

CITY AND STATE

ZIP CODE

PHONE NUMBER

TELETYPE NUMBER

FAX NUMBER

EMAIL ADDRESS

WEBSITE ADDRESS

OTHER CONTACT INFORMATION

REMARKS

SIGNATURE OF THE OFFICER

DATE OF SIGNATURE

TIME OF SIGNATURE

LOCATION OF SIGNATURE

OFFICE OF THE OFFICER

DEPARTMENT OF THE OFFICER

UNIT OF THE OFFICER

POST OFFICE BOX

CITY AND STATE

ZIP CODE

PHONE NUMBER

TELETYPE NUMBER

FAX NUMBER

February 1, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Homicide Investigations

Major Case Squad

MAJOR CASE SQUAD**426.00 PURPOSE:**

This General Order establishes the procedure to activate the St Louis Area Major Case Squad for investigation of a homicide in the City of Ferguson and to provide detectives for Major Case Squad investigations in other jurisdictions.

426.01 PROCEDURE- HOMICIDE IN FERGUSON:

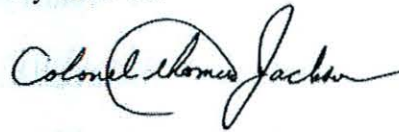
- A. When there is a homicide that may require the Major Case Squad's assistance, the Watch Commander on duty is responsible for total protection of the crime scene and will cordon off the area and remove all unauthorized persons until the scene is reviewed by the Chief of Police and the Commander of the Detective Bureau. The Major Case Squad must be contacted within four hours of the discovery of the body.
- B. The Commander of the Detective Bureau will respond immediately to the crime scene. He will make sure that the scene is preserved so that squad members might handle the crime scene search without having been previously gone over. Once on the scene, the Commander of the Detective Bureau will be in charge of the scene and the investigation unless relieved of his duties by the Chief of Police.
- C. If the Chief of Police decides to request the Major Case Squad, he or his designee will notify the Ladue Police Department at 993-1214.
- ~~D. The Ladue Police Department will notify the Major Case Squad Commander or Chief Deputy Commander who will contact the Chief of Police of Ferguson.~~
- E. On arrival, the Major Case Squad Commander will be provided with all the information necessary to continue the investigation
- F. The Commander or a supervisor of the Ferguson Detective Bureau will make all the necessary logistical arrangements to insure the operation of the Major Case Squad.

February 1, 2011

426.02 PROCEDURE - CALL OUT FOR ANOTHER JURISDICTION:

When the Ferguson Police Department representative to the Major Case Squad is contacted for activation, he will notify his supervisor who will in turn contact the Chief of Police and advise that a call out for the Major Case Squad has been requested. The Chief of Police will authorize the activation. Once authorize, a member of this Departments Major Case Squad investigators will be assigned to the investigation.

By order of:

COLONEL THOMAS JACKSON
Chief of PoliceDistribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Crime Scene Technician

ID Procedures

CRIME SCENE INVESTIGATION / ID PROCEDURES

427.00 PURPOSE

The purpose of this General Order is to establish procedures for requesting Crime Scene Investigations by specially trained personnel.

427.01 POLICY

Crime Scene Technicians (CST); are assigned to the Bureau of Operational Support, which process major crime scenes and other designated crime scenes. Crime Scene Technicians (CST) are also assigned to the uniformed patrol squads in the Division of Field Operations, and processes all other crime scenes.

Detectives are on 24-hour call and available to process part one crime scenes when approval is given by the Bureau of Operational Support (B.O.S.) Commander or the on-duty Watch Commander. When the crime is not a part one type, the trained Division of Field Operations CST detective will process those scenes at the direction of the immediate supervisor.

A crime scene technician (CST) will be called for advice or assistance on all crime scenes to determine if the crime scene will be processed.

427.02 RESPONSIBILITIES – FIELD OPERATIONS CST

- A. When the immediate services of a CST is required, the CST officer assigned to a squad (of Field Operations) will arrive at the scene as soon as possible to determine if further investigative personnel are required.
- B. If a Bureau of Operational Support CST detective is needed at the scene, an officer will wait for the arrival of the CST for the security of the scene.
- C. The CST will not process the scene until the investigator arrives and takes charge of the investigation or he coordinate with the officer in charge of the scene. The CST will report directly to the detective or others responsible for the case.
- D. When crime scene photographs are not taken, or where physical evidence is not recovered from the scene of a serious crime against persons or property, the officer or CST officer responsible for the case will prepare a written report detailing the

reason(s) why. This report will be included in the original report or supplement and forwarded to the Watch Commander for review.

427.03 RESPONSIBILITIES – DIVISION OF OPERATIONAL SUPPORT CST

- A. The primary responsibility of the Division of Operational Support Crime Scene Technician(s) will be to process crime scenes as determined by the Commander or his designate.
- B. The Evidence Manager will have primary responsibility for the inventory, control, auditing, transportation and disposal of all items entered as evidence in cases handled by the Ferguson Police Department.
- D. The Crime Scene Technicians within the Division of Operational Support and the Division of Field Operations will also be responsible for the control, use, repair, acquisition and replacement of all evidence equipment and supplies within their respective division upon approval of their Commander. This is to include the restocking of equipment within the I.D. van and the maintenance of said vehicle as used.

427.04 DUTIES – DIVISION OF OPERATIONAL SUPPORT CST

- A. Division of Operational Support CST personnel will be available on a 24-hour, scheduled on-call basis for the processing of the following crime/incident scenes:
 - 1. All crime scenes designated as Part 1 crimes.
 - 2. All suicides and sudden deaths where the responding officer, supervisor or Medical Examiner feels there may be suspicious circumstances.
 - 3. Any other crime scene/significant incident as determined by the D.O.S. Commander or his designate.
- B. Upon responding to a crime scene / incident, the D.O.S. CST will first walk the scene to get an overall view of the scene.
- C. The D.O.S. CST will also determine if the first responder is requesting any special examination for a specific type of evidence.
- D. The D.O.S. CST will perform all photography; videotaping and latent print processing at the crime scenes.
- E. The D.O.S. CST will also seize evidence pertinent to the crime i.e., blood / body fluid evidence, clothing, tools, weapons and any other items of evidentiary value at the scene. Where necessary, the D.O.S. CST will be responsible for the diagramming of the scene.

February 15, 2011

- F. The D.O.S. CST will complete a supplementary report on all call-outs for scene processing.
- G. The D.O.S. CST detective may also, under certain conditions, be designated the lead investigating officer of scenes responded to for processing.
- H. D.O.S. CST personnel will also perform such duties, conduct investigations and participate in special investigations as deemed necessary by the D.O.S. Commander.

427.05 EQUIPMENT

Equipment for processing crime scenes is stored in the Evidence Van. Additional equipment is stored in the Evidence Manager's Office and is readily available but not limited to all Crime Scene Technicians for the purpose of recovery of latent fingerprints, photography and the sketching of crime scenes.

Evidence kits will be supplied to CST detectives of the D.O.S. and each squad of the Division of Field Operations will be supplied an evidence kit.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

The following is a summary of the information received from the various sources mentioned above.

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Audit

Chain of Custody

Evidence

Evidence Manager, Duties

Evidence Receipt

Inspection, Evidence and Property

Property

EVIDENCE AND PROPERTY

428.00 PURPOSE

The purpose of this General Order is to establish uniform procedures for documenting the collection, classification, identification, processing, accountability, and disposal of all property and evidence obtained by employees of this department.

428.01 DEFINITIONS

- A. **"Found Property"** - Property which has been lost or abandoned and is neither believed to be connected with nor constitute part of any known nor suspected criminal offense.
- B. **"Safe keeping Property"** - Non-evidentiary property that has been placed in the custody of the police department either at the owner's or an officer's request.
- C. **"Evidence"** - Material that has probative value in either tending to prove or disprove a material fact in a criminal or civil case.
- D. **"Chain of Custody"** - A record of persons having charge, control, or possession of evidence from the time it is received or obtained until it is introduced into court.
- E. **"Evidence Personnel"** - Persons assigned to the Evidence Section having control and custody of evidence and recovered property.
- F. **"Case Officer"** - The commissioned employee actively involved in investigating the case and/or has responsibility for warrant application.

428.02 POLICY

The Ferguson Police Department will safeguard and properly dispose of all property which comes into its custody. The Department strives to maintain property in the same condition as

received and to preserve the evidentiary integrity of property which has been received for possible court presentation. Unless property is contraband or must be presented into court, every reasonable effort will be made to ensure its return to its owner. Property not returned to an owner will be placed into department use, sold at auction, given to charity or destroyed. Evidence/property will not be stored at an employee's residence, within a personal locker, departmental mail slot, or in a police vehicle.

428.03 EVIDENCE OR FOUND PROPERTY COLLECTION:

- A. All property collected by officers will be logged into department records as soon as possible. When an officer collects / receives an item of evidence or property, they will make the necessary entry into the evidence tracking software system. All data fields which are applicable must be filled out. Use the "notes" section if necessary to fully describe an item. Items must be placed in the evidence drop slot, released directly to the evidence officer, or in a designated evidence storage location. In whatever case, the placement of evidence or property will be indicated in the investigative report.
- B. All property collected by officers will be properly logged into evidence before the officer's end of shift.
- C. Officers are required to complete a report detailing the circumstances by which the property came into the department's possession and describing each item of property obtained.
- D. Large items not of critical importance (example: bicycles) may be left in the garage until secured by the Evidence Manager. In case of large items which must be immediately secured, the Evidence Manager should be contacted to secure the evidence. Under no circumstances will evidence of critical importance be left in an unsecured location.
- E. Temporary items of evidence or property which are "wet" will be hung to dry in the evidence drying cabinet. If an officer considers this inappropriate for a particular item, they will contact the Evidence Manager who will assist them in storing the "wet" item. Items hung in the cabinet must be properly tagged.

428.04 ST. LOUIS COUNTY POLICE DEPARTMENT EVIDENCE RECEIPT:

Evidence requiring some type of analysis by the St. Louis County Police Crime Lab must have an evidence receipt filled out by the officer making the request, and submitted along with the evidence.

- A. The following information must be indicated on the evidence receipt:
 - 1. Original complaint number
 - 2. Date, type, and location of offense
 - 3. From whom recovered

4. Received by (signature)
5. Date, location and officer seizing evidence
6. Victim's name, address and telephone number
7. Defendant's name, address and telephone number
8. Property owner (include address and phone if known)
9. Quantity of property
10. Description of property
11. Date property received
12. Any special handling or processing requested by the investigating officer.

- B. Officers shall complete a single property tag for each large item, bicycles, weapons, etc. Items which contain several items of property should be included on one property receipt. For example: wallets, suitcases, tool cases, tool boxes, etc.

428.05 DESCRIPTION AND IDENTIFICATION OF PROPERTY:

Each item of recovered property or evidence received by an officer must be adequately described to permit identification and to assure accurate accountability. The following examples will serve as guidelines in describing and identifying property for evidence:

- A. Serialized property - objects which have serial numbers, identification numbers, model numbers, dates of manufacture, will have such numbers included as part of their description.
- B. Non-serialized property - objects that are not serialized will be described by color, size, dimensions, inscriptions, weight, or an identifiable mark.
1. Jewelry - individual items of jewelry estimated to be valued over \$50 per item shall be described. Items of jewelry are not to be inscribed or marked by Department Personnel.
 2. Silverware, rare coins - will not be marked or inscribed by Department Personnel.
-
3. Weapons - certain weapons that are not serialized must be tagged by the investigating officer (examples: sticks, boards, pipe, knives, etc.)
 4. Firearms - firearms shall be described by make, model, gauge, type of finish, serial number, and if necessary by an identifying mark or inscription.
 5. Narcotics and other drugs - all drugs shall be described by color, state (liquid, powder, crystal, etc.) quantity, shape and size.
 6. Currency should always be placed in the evidence drop slot.

428.06 PACKAGING EVIDENCE OR PROPERTY:

It will be the responsibility of the officer seizing evidence, taking property for safekeeping, or handling found property to properly package the item(s). If not properly packaged or receipted the Evidence Manager will refuse the item(s), and notify the officer's supervisor. Evidence/property will not be accepted until properly packaged and receipted.

- A. Use the evidence envelopes for paper evidence, drugs and paraphernalia. Note: For drugs, seal it completely with evidence tape and then initial it. Boxes may be used if necessary.
- B. Use the handgun boxes for handguns. Ammunition should be placed into a separate smaller envelope, and then enclosed in the handgun box if possible. Note: seal it completely. ALL FIREARMS MUST BE UNLOADED AND MADE SAFE BEFORE PACKAGING!
- C. Use the boxes for medium sized items.
- D. Use the evidence envelopes for Photo CD's and floppy disks.
- E. Use the AFIS envelopes for latent and elimination prints. Note....fill out the envelope completely. The investigating officer has the responsibility of securing elimination prints of the victim and reporting parties.
- F. Use tags for larger items. Note: Place the barcode label on the tag.
- G. Use paint cans for liquid chemicals, arson evidence or petroleum base products. Note: seal it completely to prevent leakage.
- H. If there are sharp objects inside, write this on the outside of the package in large letters "SHARPS."
- I. If there are body fluids being packaged (i.e. blood, saliva, semen, etc.) state this on the outside of the package in large letters "BIOHAZARD." Note....Make sure it is sealed completely to prevent leakage.
- J. When wet items (i.e., bloody clothes, wet paper) are seized, they should be placed into the Evidence Drying cabinet. Once dry, they should then be packaged in cardboard boxes. DO NOT PLACE WET ITEMS IN PLASTIC. If body fluids are present place a "BIOHAZARD" label on the package.
- K. When packaging currency (seized as evidence), make a photocopy copy of it, attach the copy to the report and have a supervisor initial the evidence envelope. This documents what money was dropped. Note....Prisoner currency not seized as evidence is considered personal property and is not evidence and should not be logged as such. Currency must be packaged separately from other items.

- L. When stapling the evidence sheet to the evidence, just put one (1) staple in the top of the sheet above the perforation, as a form must be pulled from the evidence sheet for the paper file.
- M. Separately package items that are going to the laboratory for analysis and fill out separate evidence forms for each type of analysis. For example: if you seized a gun and drugs, each needs to be packaged separately and a separate evidence form filled out for each. Special Note: All guns (with rifled barrels) seized must be sent to the laboratory for ballistics testing or analysis regardless of the type of case. In cases of "Safekeeping" the Commander of Support Services may waive ballistic testing depending on the circumstances. The circumstances will be added to the evidence log if the weapon(s) is released back to the owner without testing.
- N. If packaging supplies (i.e., tape, bags, etc.) are low or out, please notify the evidence manager so they can be stocked.
- O. Blood, urine, or other body fluids should be packaged in appropriate containers, and then placed into the Department's Evidence Refrigerator. The Evidence Manager should be notified as soon as practical, either electronically or in writing that these items need to be forwarded to the laboratory.
- P. For municipal cases of minor in possession, drinking in public and violation of open container law, the officer shall submit photographic evidence, and dispose of the containers and contents.

Refer to the evidence packaging manual as supplies and methods are often updated. A packaging manual will be located near the evidence packaging areas.

428.07 EVIDENCE MANAGER DUTIES:

- A. The Evidence Manager will be responsible for receiving, storing, accounting for, and releasing property in compliance with established policy.
- B. ~~The Evidence Manager will establish a procedure to identify and notify the owner or~~
custodian of all property in the agency's custody.
- C. The Evidence Manager will assign a storage location to each item of property.
- D. The Evidence Manager will store the item of property or evidence on the space to which it is assigned.

428.08 STORAGE OF CERTAIN ITEMS:

Additional safeguards have been put in place regarding the storage of certain items.

- A. Illegal drugs seized will be stored in the vault, except that marijuana may be stored in the Morgan building, drug safe or other ventilated secured area.
- B. Money seized for forfeiture will be kept in the evidence vault only on a temporary basis. The Evidence Manager will convey this money to the City Finance Department or county court clerk for deposit.
- C. Money seized as evidence (over \$100), as well as high value items such as jewelry, will be kept in the evidence vault.
- D. All seized firearms will be stored in the gun vault.

428.09 CHAIN OF CUSTODY:

The chain of custody for items of evidence will be recorded by the Evidence Manager on the original copy of the evidence receipt, or by use of the evidence software. When the Evidence Manager is required to appear in court for the purpose of testifying to the chain of custody, he will refer to the evidence receipt which is maintained in the property control file. The Evidence Manager will establish procedures for the temporary and final release of property items from the control of the property and evidence room. The temporary and final release of items will be documented in the department evidence/property database.

428.10 EVIDENCE PROCESSING:

- A. In all cases, it will be the investigating officer's responsibility to notify the Evidence Manager as to the type examination desired for any item of evidence. The Evidence Manager will be responsible for submitting all evidence to a crime laboratory for examination or processing. In instances where evidence is seized and must go to the crime lab immediately, and the Evidence Manager is not available, the seizing officer will take the evidence to the lab.
- B. The Evidence Manager will make the final determination whether a certain type examination is appropriate or possible for an item of evidence, before it is submitted to the laboratory. If immediate action is required, note on the evidence sheet in the "Remarks Section," in bold letters, what action needs to be taken (i.e., AFIS ASAP, Need item processed for prints).
- C. When an analysis is returned from the crime laboratory, the Evidence Manager will provide the case officer with a copy of the results. The original will be filed in the evidence document files.

428.11 DISPOSAL OF EVIDENCE OR PROPERTY:

Upon learning the disposition of a case (i.e., warrants refused, case closed, case dismissed, returned to owner) the case officer will fill out an evidence status report and send it to the Evidence Manager. In most cases the evidence will not be disposed or released without approval. Periodically the Evidence Manager will send evidence status reports to the case

officer's supervisor. These reports are to be completed by the case officer, signed by the supervisor, and returned within (10) days.

428.12 DISPOSAL OF FOUND AND SAFEKEEPING PROPERTY:

- A. Found / safekeeping property, owner known. Property will be held for ninety days. If not claimed by the owner within that time, a letter will be sent to the owner advising them that their property will be disposed of if not picked up within fifteen (15) days. If not claimed by the owner within that period, the property will be considered abandoned and will either be placed into department use, sold at auction, given to charity, or destroyed.
- B. Found property, owner unknown. Property will be held for one year, if not claimed by the owner during that period; the property will be placed into department use, sold at auction, given to charity, or destroyed.
- C. When found property can be released to its owners or authorized representatives by an officer, they will do so. The officer will have the owner sign the evidence receipt form, or the electronic signature pad. A photo ID should be required to verify identity of the individual claiming the property.
- D. Found property placed in evidence or personally turned over to the Department Evidence Manager will be released by the Evidence Manager to the owner of the property or an authorized representative.
- E. Disposal of found property by means other than returning it to its owner will be approved by the Chief of Police or his designate.
- G. Found property that is not worth selling at public auction will be disposed of by donation to a nonprofit charitable organization (example: old clothing) or by destruction when approved by the Chief of Police or his designate.

428.13 DISPOSAL OF EVIDENCE:

-
- A. Evidence can be disposed of in the following manner:
 - 1. Introduced into court as evidence.
 - 2. Evidence, owner known. Upon receipt of the evidence status report the evidence manager will contact the owner of the property by letter (using last known address or address of nearest relative) advising them that their property will be disposed of within fifteen (15) days. If not claimed by the owner within that time period the property will be considered abandoned. It will be placed into department use, sold at auction, given to charity or destroyed.
 - 3. Weapons can be returned to the owner under the following guidelines:

(Note: All releases of weapons must be made with the prior approval of the Chief of Police or his designee.)

- a. Case has been closed or dismissed.
 - b. Owner has no prior felony conviction.
 - c. Owner has no suspected mental illness.
 - d. The gun is not stolen or been used in a crime.
 - f. The owner is not wanted.
4. Destruction (by court order).
 5. Return to owner (by court order)
- B. Items of evidence that are no longer required due to the following reasons may be disposed of by the Evidence Manager with the approval of the Detective Bureau Commander.
1. Case Unfounded.
 2. Exceptionally cleared cases.
 3. Statute of Limitations has expired for prosecution.
- C. Large items, such as motor vehicles or other objects that will not be introduced as evidence in a courtroom can be released as follows:
1. Approval from the Evidence Manager or Watch Commander will be indicated on the report.
 2. Photograph the items of evidence with the owner at the time of release
- D. The Evidence Manager will submit a letter to the St. Louis County Circuit Court Judge to obtain approval for disposal of all drug and firearms evidence (this is usually done through a warrant officer at the St. Louis County Prosecutor's Office).
- E. Any item that has not been claimed by its owner can be disposed of according to state law and department policy.

428.14 RELEASE OF PROPERTY:

All items of found property and evidence in the custody of the Evidence Manager will be released by the Evidence Manager between the hours of 0900 - 1600 on weekdays. The release of property on holidays, weekends, or after hours will require prior arrangements with the Evidence Manager. Any officer, other than the Evidence Manager, checking out evidence for the purpose of taking it to court, will sign for the evidence on the property receipt or the electronic signature pad.

- A. If the evidence is admitted at trial, the officer will have a representative of the court sign the property receipt for the evidence, and the officer will advise the Evidence Manager of the court's action.
- B. If the evidence is not used in the trial, the evidence is to be returned to the Evidence Section within 24 hours from the time it is originally checked out. At that time, the officer checking such evidence out will sign the evidence back into the Evidence Section.

428.15 PROPERTY STORAGE ROOMS:

All in-custody property and evidence will be stored within designated, secure areas. Administrative and physical security procedures ensure that all property taken into custody and stored by the department is properly controlled and protected while in department custody.

A. Access

- 1. The Department Evidence Manager and Chief of Police will be the only authorized person(s) to possess keys and have access to the Property Storage Room.
- 2. When a relief person is designated and assumes the duties of the Evidence Manager, he will sign a receipt and be issued a key to the Property Storage Room after a complete inventory has been accomplished.
- 3. No keys to the Property Storage Room will be duplicated without the approval of the Chief of Police.
- 4. No person will enter the Property Storage Room unless accompanied by the Evidence Manager, Chief of Police and or a Division Commander.
- 5. Temporary storage areas include the temporary storage room and the drying locker

B. Inventory Control

A complete inventory of the property room(s) will be maintained at all times by the Evidence Manager. This inventory process was transitioned to the FileOnQ system in 2010, from that date it will be maintained in a computer database which is backed up on a regular basis. The inventory lists will reflect the status of all property held by the department.

C. Inventories and Audits

Personnel not charged with the custody of property shall perform inventories and records audits of property placed within the protective custody of the agency at least annually.

1. An outside annual audit will be conducted by a supervisor and another commissioned officer appointed by the Chief of Police in November of the calendar year.
2. Changing of custodian audit by exiting and entering custodians.
3. An Annual audit will be conducted by the custodian in June of the calendar year.
4. A copy of all Inventories and Audits of the property rooms will be forwarded to the Chief of Police upon completion.

428.16 EVIDENCE FOR CITY COURT:

Upon receipt of a City Court subpoena for a possession of narcotics or paraphernalia case, the officer(s) will notify the Evidence Manager that they will need the evidence and lab report, if applicable, for court presentation. The Evidence Manager will obtain the evidence and provide it to the officer for court presentation.

428.17 RETURN OF EVIDENCE TO EVIDENCE MANAGER:

Immediately after court presentation the officer is responsible for returning the evidence to the Evidence Manager for disposition. All standard operating procedures concerning the handling, storage and documentation of the chain of custody is to be maintained throughout the process.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

February 13, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Arson Investigation

ARSON INVESTIGATION

430.00 PURPOSE

The purpose of this General Order is to establish procedures to be used when the Ferguson Police Department is requested by the Ferguson Fire Department to assist in investigating an arson fire or any other incident where police assistance is requested by the fire agency.

430.01 POLICY

Because of the unique problems associated with arson investigations, the Ferguson Fire Department has provided training to members of their department that will determine when a fire is an arson or suspicious by its nature.

430.02 PROCEDURE

- A. The Ferguson Fire Department is the primary responder to all fires within the City of Ferguson.
1. The Ferguson Police Department will assist on all fire calls within the city limits of Ferguson.
 2. Once the fire is extinguished, the Fire Department Investigator will determine cause.
 3. If the cause is an arson or suspicious in nature, then assistance will be requested.
 4. The Ferguson Fire Department will request the St. Louis County Bomb and Arsons Unit to respond to the scene for crime scene processing.
-
- B. A request for police investigative assistance (St. Louis County Bomb and Arson) will be received whenever the following situations exist:
1. Arson / Suspected Arson Fire
 2. Explosion (Mechanical)
 3. Serious, critical or fatal fire injuries
 4. Asphyxiation (critical or fatal).

February 13, 2011

- C. Whenever a fire occurs and the nature is determined suspicious by the Ferguson Fire Department, it will be the responsibility of the Fire Department to contact the St. Louis County Bomb and Arson Unit to respond.
1. The on-duty police supervisor shall respond to the incident site and make contact with the respective Chief Fire Officer.
 2. The Police Supervisor will ascertain from the fire department officer the reason(s) why arson or any other crime is suspected. After verifying that a need for a police bomb and arson investigator does exist, the police supervisor shall then contact the on duty or on call detective and the Commander of the Uniform Division. The Chief of Police will be notified of the incident.
 3. If the scene is a movable object such as a vehicle, the bomb and arson investigator may have the vehicle towed and secured until he is available to process it. Under those circumstances, photos should be taken prior to towing and evidence should be collected that was left at the scene.
 4. The St. Louis County Bomb and Arson investigator(s) along with the assigned Ferguson Fire Department's investigator(s) and the Ferguson Police Detective or Officer shall work as a unit in order to best utilize the expertise of all agencies. All photography, collection of evidence and the associative arson investigation work shall be done by St. Louis County Bomb and Arson Unit unless requested otherwise.
 5. The police officer originally responding to the scene shall be responsible for preserving the scene until same is turned over to the arson investigation unit. The Ferguson Police Department will have the responsibility to write the original report and investigate the criminal incident if one is determined.
 6. After a preliminary investigation has been conducted a decision will be made by the St. Louis County Bomb and Arson Unit as to whether or not the services of the state fire marshal shall be utilized.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Barricaded Subjects

Hostage Situations

St Louis County TACT

**HOSTAGE / BARRICADE SUBJECT SITUATIONS
CALLING ST. LOUIS COUNTY TACT**

431.00 PURPOSE

The purpose of this General Order is to establish procedures for police response to hostage and barricaded subject situations.

431.01 POLICY

The primary objective in all hostage or barricaded subject situations is to preserve life and to ensure the situation does not escalate. In addition, effort should be made to confine the situation to a specific location.

431.02 PROCEDURE

- A. The first officer on the scene, when he is aware that he has a hostage or barricaded subject situation, will immediately notify his supervisor and the on-duty Watch Commander.
- B. The officer will attempt to make verbal contact with the hostage or barricaded subject in order to ascertain if in fact a hostage is being held, or the subject is to be considered as a barricade subject who may cause harm to himself or others. Officers may start the initial negotiation with the subject / barricaded subject, however, they should never exchange places with the hostages, nor should they surrender their weapons. If possible, the officer will:
 - 1. Attempt to avoid confrontation yet contain the suspect/hostage or barricaded subject at the initial site until the arrival of trained tactical and/or hostage negotiation personnel.
 - 2. Evacuate bystanders and non-involved citizens from the area. The evacuation of any injured person(s) will be done as soon as possible based on the safety of all other involved parties.
- C. The initial officer should obtain as much information as possible including, but not limited to, the following:

April 2, 2013

1. Who called, who is involved and time of occurrence.
 2. History, including all facts on the suspect(s) and hostage(s).
 3. Weapons, injuries, deaths, type and number.
 4. Location of observation points and persons involved.
 5. Floor plan of location.
 6. What has occurred so far: deadline, interviews, releases or captures, etc?
- D. The supervisor will respond to the scene. The supervisor shall:
1. Establish both an "inner" and "outer" perimeter.
 2. Notify the Chief of Police.
 3. Notify the Bureau of Investigation Commander for the call out of a trained negotiator.
 4. Notify the Fire Department and request an ambulance to stand-by in the area.
 5. Maintain control of the scene until the arrival of the watch Commander and the above notified personnel.
 6. The supervisor must evaluate the need for pursuit/surveillance vehicles and evaluate possible travel routes in the event that the situation cannot be contained to the initial site.
- E. The on-duty Watch Commander has the authority to:
1. Contact other agencies and request additional manpower if needed.
 2. Decide whether the St. Louis County Police Department TACT Unit should be requested to respond to the scene.
 3. Authorize the use of force.
 4. Establish a central command post for safety and observation.
 5. Determine if the need exists for a media staging area.

431.03 ST. LOUIS COUNTY TACT UNIT RESPONSE

April 2, 2013

If the St. Louis County Police TACT Unit is requested and responds to the scene, the watch Commander will establish contact with the TACT Commander to determine communication issues as well as the deployment of manpower. The St. Louis County TACT officers will replace FPD officers on the inner perimeter and when the TACT personnel are in place, the St. Louis County TACT Commander will assume control of the scene within the inner perimeter, which also includes negotiation. FPD officers will continue to be responsible for everything outside the inner perimeter.

The FPD Commander or his designate will remain at the Command Post in communication with the TACT Commander. When the incident has been resolved and the scene secure, control of the inner perimeter will return to the FPD. The St Louis County TACT Unit will prepare an after action report detailing their actions at the scene, however, the original police report remains the responsibility of the FPD.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp or seal.

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

February 15, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Division of Operational Support, Crime Scene Authority
Evidence, Violent Crimes
Investigations, Violent Crimes
Medical Examiner, Notification
Officer in Charge, Crime Scenes

VIOLENT CRIMES AND / OR CRIME SCENE**433.00 PURPOSE**

The purpose of this General Order is to establish procedures for police response to violent crimes, to assign responsibility and to establish investigative continuity and to define which element of the agency is to accomplish the preliminary and/or follow-up investigation.

433.01 PROCEDURE

The first responding officer to the scene of any crime will be responsible for properly securing the crime scene until the arrival of the assigned sector officer. The assigned sector officer will be responsible for handling the initial investigation until the arrival of the crime scene technicians or detectives, if needed. The Division of Operational Support will be notified on all felony part one crimes.

- A. All officers who subsequently respond to the scene will be directed to locations as needed in order to properly secure the scene. All officers who subsequently respond to the scene will also:
1. Render immediate aid to anyone injured,
 2. Immediately identify the type of crime, the area that constitutes a crime scene, victims and witnesses,
 3. Request immediately a supervisor or other specialists (detectives and crime scene technicians) that would be necessary to properly investigate the incident,
 4. Remain at and preserve the scene until such time he is properly relieved,
 5. If the victim or suspect is believed to be mortally wounded, dead, or the crime is one that endangers life and the body will need to be removed from the scene, a silhouette will be placed in such a manner as to indicate the body's position prior to moving,

February 15, 2011

- B. The crime scene and subsequent investigation will be turned over to the Division of Operational Support. When the scene and investigation is turned over to detectives, they will be in charge of the scene, assume case management and be responsible for collection of evidence, crime scene processing and photography.
- C. The Chief of Police will be notified of any violent crimes.
- D. When assistance is needed by the detectives, the Watch Commander will assign personnel to assist.
- E. When any evidence is confiscated by officers other than the detectives, this information will be related to the detectives before the evidence leaves the crime scene. The necessary evidence receipt will be filed and the evidence processed in accordance with department procedures.
- F. When a firearm is involved in a crime, the weapon will be submitted to the St. Louis County Police Ballistics Division for test firing and examination.

433.02 FATALITIES

- A. The Medical Examiner's Office will be notified when a person dies from:
 - 1. Homicide, suicide or accident,
 - 2. Thermal, chemical, electrical, or radiation injury,
 - 3. Criminal abortion, including self-induced,
 - 4. Any contagious, hazardous disease that might constitute a threat to public safety,
 - 5. When not attended by a physician, chiropractor, Christian Science practitioner, within the previous thirty-six (36) hours,
 - 6. Is in custody of a law enforcement officer or agency, or,
 - 7. In any unusual or suspicious manner.
- B. It is the responsibility of the primary investigative officer to notify the next-of-kin. The Medical Examiner's Office may be of assistance in making the notification. The Police Report or a supplemental report if necessary will include the fact that notification of next-of-kin was made. The officer's name, DSN, time, date and the person and relationship to the deceased notified will be included.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

February 14, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**
Suicide

SUICIDE AND ATTEMPT SUICIDE CALLS**434.00 PURPOSE**

The purpose of this General Order is to establish procedures for handling a reported suicide or a suicide attempt.

434.01 POLICY

The primary concern of the responding officers is their own safety and the preservation of life. The dispatcher will assign two officers to the scene that should approach with caution. The first officer on the scene will notify the dispatcher of any medical assistance needed and request the watch commander.

434.02 PROCEDURE

- A. When a suicide is found the officer will secure the crime scene, protecting all items at or near the location of the victim. In all cases of suicide or suspicious death the officer at the scene should notify the Medical Examiner. If this is not possible, or a phone is not available, notification may be made by the Police Dispatcher. The phone number is:

522-1028 (EXAMINERS OFFICER-24HRS)

- B. Whenever possible, make all contacts with the police department by public service and avoid radio communication. If circumstances indicate foul play could be involved, immediately notify the investigation division.
-
- C. Suicide notes should be treated as evidence and handled using standard evidence procedures outlined in General Orders. A Crime Scene Technician is to be summoned to the scene and photograph the scene if required.
- D. Always attempt to remove any relatives or bystanders to a nearby location which is out of sight of the victim. It is essential to interview all persons who were at the scene at the time the victim was discovered.
- E. If the responding officers discover the subject in a hostage or barricade situation threatening suicide, no direct action should be taken until a supervisor arrives.

February 14, 2011

- F. In the event a hostage or barricade situation is present, containment of the suspect(s) and hostage(s) as well as protection of bystanders should be of primary concern.
- G. Additional procedures may be found in General Orders as follows:

DOMESTIC VIOLENCE CALLS
HOSTAGE SITUATIONS

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

February 15, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Rape

Sex Offenses

RAPE AND SERIOUS SEX OFFENSES

435.00 PURPOSE

The purpose of this General Order is to establish procedures for police personnel in response to a rape or serious sex offense.

435.01 PROCEDURE

- A. When a rape or serious sex offense is reported in the City of Ferguson, the dispatcher will dispatch a Patrol unit to the scene and immediately notify the Watch Commander. The Watch Commander will notify or cause to be notified, the Commander of Operational Support. If needed, they will be requested to have a detective respond to the scene.
- B. The first responding officer will make sure the victim of the sex crime is safe and, if needed, receives emergency medical treatment. This officer will be responsible for securing the crime scene (when applicable).
- C. If a detective is requested at the scene, he will be immediately briefed of all known information by the responding officer or the Watch Commander. The detective will assume immediate command of the investigation at this point.
- D. The detective in charge of the investigation of the rape or sex crime will be responsible for determining if any additional assistance is necessary. If additional Operational Support assistance is needed, he will notify his supervisor.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

4/35.00

OFFICE OF THE ATTORNEY GENERAL

STATE OF NEW YORK

IN SENATE
JANUARY 1, 1900

REPORT
OF THE
COMMISSIONER OF THE
LAND OFFICE
FOR THE YEAR
1899

ALBANY:
J. B. LIPPINCOTT & CO.
PRINTERS
1899

NEW YORK:
J. B. LIPPINCOTT & CO.
1899

February 18, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Bad Check Cases

Check Cases

Counterfeit

Worthless Documents

WORTHLESS DOCUMENTS & CHECK CASES**439.00 PURPOSE**

The purpose of this General Order is to establish the procedure for the acceptance of Worthless Documents cases and to establish procedures for the proper investigation of Worthless Document reports.

439.01 TYPES OF WORTHLESS DOCUMENTS

- A. Worthless document reports include counterfeit checks, forgery, no account, stop payment, and insufficient funds checks.
- B. Forgery, no account checks, counterfeit checks, stop-payment checks over \$500 and insufficient funds checks over \$500 are felony violations.
- C. Stop payment and insufficient funds checks under \$500 are misdemeanor violations. Insufficient funds checks under \$150 may be referred to our municipal court.

439.02 REPORTING PROCEDURE:

- A. When a citizen makes a complaint of a worthless document by telephone, the receiver of the call will determine if a suspect is at or near the scene. If so, a patrol car will be dispatched to the scene immediately, and the patrol officer will make the investigation and prepare the report.
- B. If an arrest is made relative to any type of fraudulent criminal activity the Division of Operational Support should be immediately notified in case additional active cases may exist.

439.03 INVESTIGATIVE PROCEDURE

- A. All worthless documents must be processed through the bank and stamped by the bank in order to provide sufficient evidence to make a bad check case.

- B. The Prosecuting Attorney's office does not require that 10-day letters be sent on counterfeit checks or forgeries.
- C. Banks generally require their client or victim to sign an affidavit of forgery in cases involving forgeries. Officers should attempt to obtain a copy of this affidavit from the bank or victim.
- D. The Prosecuting Attorney's office does require that a 10-day letter be sent on insufficient funds, account closed, no account, or stop-payment check violations, prior to completions of the report. Victims obtain 10-day letter forms from the Prosecuting Attorney's office in Clayton.
 - 1. No 10-day letter is required from the Prosecuting Attorney's office on stop-payment checks, however, a registered letter must be sent by the victim stating that criminal prosecution may occur if payment is not received.
 - 2. Worthless document reports requiring a 10-day letter should not be completed until 10 full days have expired with no response from the suspect.
- E. The officer taking the initial police report will be responsible for contacting the appropriate bank in order to verify whether the account was insufficient at the time the check was written, or if the account was closed and if so, the date the account was closed and by whom, the bank or the account holder.
- F. The officer should attempt to seize as evidence in all worthless document investigations the original copies of all checks and 10-day letters. These originals should be packaged as evidence, and the photocopies attached to the report.
 - 1. If the victim refuses to surrender the original documents, they should be advised to contact a collection agency or handle civilly due to the fact that the check is evidence and will be needed for prosecution. The officer will make (or obtain from the victim) copies of the required documents and attach them to his report.
 - 2. The fact that a victim refused to surrender the original document should be reflected in the officer's report, and the officer will advise the victim to retain the originals until disposition of the case.
 - 3. All original copies of 10-day letter and checks are to be returned to the victim upon final disposition of the case.
 - 4. The victim should be instructed to report restitution, immediately to the investigating detective.
- G. Any necessary bank information or documents may be acquired by obtaining a subpoena issued through the Grand Jury of St. Louis County. The reporting officer

February 18, 2011

should contact the Prosecuting Attorney assigned to the Grand Jury and provide all relevant information for their review. The Grand Jury may then issue an investigative subpoena to the banking institution for release of the information or documents.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is written in a cursive style with a large, stylized initial "C".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

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February 14, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Automobile Repossession

Property Disputes

OFFICER ACTION IN PROPERTY INTEREST DISPUTES**44100 PURPOSE**

The purpose of this General Order is to establish procedures to follow when property interests are in dispute.

441.01 POLICY

Officers responding to calls regarding disputes over rent or lease agreements should limit the response to restoring order. The officer should not attempt to take personal property away from one party and give it to another.

441.02 PROCEDURE

- A. When property is in dispute, the officer should advise and permit the courts to determine their respective rights to the property. The officer should advise the party in possession of the property not to dispose of it until the courts have resolved the matter.
- B. If one party has a court order which appears to give that party the right to possession of the property, that order should be enforced only by the official specifically directed to do so in the order. Officers are advised to beware of court orders of suspicious nature.

441.03 AUTOMOBILE REPOSSESSIONS

- A. If an officer encounters a situation where-in a repossession agent attempts to repossess a car or vehicle from private property against the wishes of the property owner, the officer should limit his actions to keeping the peace.
- B. The officer should inform the property owner to contact their legal counsel if they wish to pursue a civil remedy. The officer should not assist the person that is attempting to repossess the car nor should the officer act in behalf of the property owner.
 - 1. The officer should note the identification of the repossessor and their vehicle and ascertain if the repossessor is in fact repossessing the correct vehicle.

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2. Repossessions may legally be carried out based on the terms of the lender's contract or with a court order.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a faint blue circular stamp.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

April 12, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Deputy Juvenile Officer

Detention, Juveniles

DWI, Juveniles

Family Court

Juveniles

Records of Juveniles

Traffic Offenses, Juveniles

JUVENILE OFFENSES

444.00 PURPOSE

The purpose of this General Order is to establish procedures specific to the arrest and detention of juveniles under the authority of Missouri State Statutes and directives from the Family Court of St Louis County.

444.01 POLICY

The Ferguson Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in and supporting the Department's juvenile operations function is shared by all Agency components and personnel.

The Department is committed to working closely with other elements of the juvenile justice system in the development of the agency's policies and procedures relating to juveniles.

444.02 DEFINITIONS

-
- A. **"DJO"** Deputy Juvenile Officer, An officer commissioned by the Family Court and the State of Missouri to perform duties specific to juveniles for the court.
- B. **"Juvenile"** Persons having not reached their seventeenth birthday.
- C. **"S.R.O"** School Resource Officer, A Ferguson Police Officer assigned duties in the schools. ***School Resource Officer (SRO)*** - Full time police officer(s) are assigned as a liaison between the School District and the Police Department. The duties of the School Resource Officer(s) will include teaching safety and drug awareness classes, monitoring student activities, counseling, and assisting school staff with law enforcement related problems. The SRO(s) will investigate any reported crime or incident involving a student occurring on campus and request any additional services needed during the investigation. See Section 444.04

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- D. **Juvenile Detective**, an officer assigned to the detective bureau who is responsible for coordinating the juvenile operations functions.

444.03 POLICY AND PROCEDURE

While investigating an alleged offense, an officer determines a juvenile has been involved in a crime or violation of the Juvenile Code, officers will follow procedure outlined in this General Order. For questions relating to juvenile matters not covered in this General Order, refer to the Family Court of St. Louis County Police Procedures Manual or call the St. Louis County Family Court Legal Department at 615-2952. The Juvenile Detective is available off duty through Communications. The Detention Supervisor can be reached at 615-4400 (after hours 615-2996).

444.04 CUSTODY OF JUVENILES

- A. When a juvenile is taken into custody they will be conveyed to the station, except in cases of serious felony offenses, or at the discretion of the supervisor, or on school related cases at the discretion of the S.R.O., the juvenile may be conveyed directly to the detention facility. If the juvenile is not to be directly released to a parent or legal guardian, the juvenile must be taken to St. Louis County Juvenile Detention Center without delay, unless emergency medical treatment is required. All juveniles in custody for criminal charges and brought to the station will be placed in the secure juvenile holding area until the booking area is cleared of all adult prisoners. Adult prisoners must be separated from sight and sound of juvenile offenders. The St. Louis County Family Court has said that for the purposes of fingerprinting and photographing juveniles, adult prisoners may be in the same area as long as they are in closed cells (not bars or cages.) Ferguson Police Department cells are considered to be in compliance with the ruling.
- B. The parent(s) or guardian(s) are to be notified as soon as possible regarding the child's detention. They will be advised if the child will be transported to the detention center or that the parents are requested to respond to the station wherein the child will be released to them. The time of notification and release will be noted in the report. A new requirement of the 1995 Juvenile Crime Bill requires documentation of the amount of time a juvenile spends in police custody. Therefore it is required that time of custody and time of release is included in the narrative section of the police report.
- C. When a juvenile is released to the Detention Center, a (incident) report must be approved and submitted to the Family Court no later than 9:00 A.M. the day following admission. A Juvenile Affidavit, which will be provided to the officer by detention personnel and an Initial Detention Admission form, will be completed upon admission. The reports may be personally delivered to the Detention Center; 501 South Brentwood Blvd., Clayton, Missouri, or directed to the Detention Supervisor via the fax machine at, 615-4469 or 615-4477. Supplemental reports will be sent to the Family Court as soon as possible. The initial incident report should note that

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supplemental information is to follow if a complete report could not be submitted by 9:00 A.M. the day following custody.

NOTE: IF ADEQUATE INFORMATION IS NOT PRESENTED TO THE COURT IN THE FORM OF INITIAL DETENTION ADMISSION (IDA) DOCUMENTS, POLICE REPORTS AND/OR AFFIDAVITS, THE JUVENILE WILL NOT BE ADMITTED TO SECURE DETENTION AND THE POLICE OFFICER WILL BE INSTRUCTED TO RELEASE THE JUVENILE TO A PARENT OR GUARDIAN. DETENTION PERSONNEL ARE RESPONSIBLE FOR ASSISTING THE OFFICER IN FINDING SUITABLE PLACEMENT IF A PARENT OR GUARDIAN IS NOT AVAILABLE.

- D. If the juvenile is accepted for placement in the detention facility, Missouri Supreme Court Rule 111.07 provides that extending detention beyond twenty-four (24) hours can only occur when:
 - 1. A petition has been filed; and
 - 2. A judicial officer, after reviewing the available materials, is able to make a probable cause finding that the juvenile committed the offense.
- E. In cases where the juvenile is apprehended at his residence for a minor offense, the officer may release the juvenile to the parent, legal guardian or responsible person who is also at the residence and then complete the incident report
- F. If the juvenile is taken into custody for another jurisdiction, he will be conveyed to the Detention Center after the (juvenile) report and Initial Detention Forms are completed. The Detention Center may also require that the originating agency submit certain documents prior to them accepting the juvenile into detention.
- G. If the juvenile is involved in a serious offense:
 - 1. Felonies - murder, manslaughter, felonious assault, kidnapping, armed criminal action, etc.
 - 2. Or at the Supervisors' discretion, the juvenile will be conveyed to Juvenile Detention. (Above forms are to be completed).
- H. If the parents, legal guardian or responsible adult cannot be located, the juvenile will be conveyed to Juvenile Detention after appropriate forms are completed.

444.05 HANDLING OF JUVENILES

A. **USE OF FORCE** - When dealing with a juvenile offender, officers should use the **least coercive of all reasonable alternatives consistent with preserving public safety, order and individual liberty**. Officers should consider the following: nature

April 12, 2011

of offense, age of juvenile, attitude (or mental position) of the juvenile with regard to the fact of situation and officer's access to the parent or guardian.

B. RELEASE OF JUVENILES – All juveniles taken into custody will be properly documented along with their form of release: warning, consultation with parents or guardian, referral or placement.

C. CITATIONS OR SUMMONS – When juveniles are taken into custody for violations of Municipal Traffic Ordinances or Misdemeanor State Statute violations it is the policy of this department that the least coercive of reasonable alternatives be used consistent with preserving public safety, order and individual liberty. The arresting Officer shall consider the seriousness of the offense, the possibility of the involvement of drugs or weapons, past delinquent behavior, existence of violence in the act when determining releasing a juvenile on a summons or taken them into custody for placement. If the arresting Officer feels that the incident does not warrant Family Court intervention, then the Juvenile report shall be completed and the appropriate entry made reflecting the circumstances and what action was taken.

444.06 INTERVIEWING JUVENILES

- A. The juvenile must be taken to Family Court of St. Louis County Juvenile Detention Center without delay, unless emergency medical treatment is required. A juvenile must be immediately advised of his/her constitutional rights. The juvenile must have the police department and juvenile justice system procedures explained prior to any interview or interrogation. Questioning of a juvenile will be done only after a Deputy Juvenile Officer (DJO) of the Court has advised the juvenile of his rights, per Miranda, in the presence of the juvenile's parents, legal guardian, or adult friend. The parent, guardian, or friend must not be the victim of the juvenile's charged crime.
- B. The request of a DJO to respond to the station, for the purpose of an interview, may be made. If no DJO is available, the juvenile will be conveyed to detention for the interview. The North County Branch of the Family Court also has DJO's on premise from time to time and may be utilized if necessary.

444.07 FINGERPRINTS, PHOTOGRAPHS AND LINEUPS

- A. Fingerprinting: A request to fingerprint, photograph, or place any juvenile in a lineup, provided said juvenile has been taken into custody for a misdemeanor or status offense must be made to the Detention Supervisor, Family Court, 501 S. Brentwood, Clayton, Missouri 63105, telephone 615-4400 or after hours 615-2996. In non-emergency situations, the request for authorization can be mailed to the above address. In emergency situations, the request can be made by phone to the on-call legal department representative of the Family Court or the Detention Supervisor. This information is to be included in the report. In cases where the request was mailed, the Family Court Clerk's Office can be called at 615-2972, to discover if the requested order has been approved.

Juveniles taken into custody for felony offenses will be fingerprinted using the Livescan machine. Livescan will print three separate cards for juvenile offenders. One card contains the juvenile's ten print fingerprints and the OCN number. The other two cards contain the juvenile's pedigree information and the OCN number. These cards must be stapled together and sent to the Evidence Manager for forwarding to the St. Louis County AFIS Unit. For further information on fingerprinting, refer to GO 416.00 - *Booking Process, Fingerprints, Mugshots*.

- B. Photographing: The Family Court has ruled that notification will be made in regards to the photographing the victim of child abuse. To make notification, a phone call to the Detention Supervisor is acceptable. The name of the Supervisor, date and time should be noted. When processing a juvenile that has been taken into custody for a felony offense, it will be required to photograph the juvenile. The photographs of these juveniles are taken using the same procedure that is used for adults, which is detailed in GO 416.00 - *Booking Process, Fingerprints, Mugshots*. (These photographs may be used in some cases for line-ups and identification; refer to General Orders on Line-ups for further information.) Photographs of juveniles taken into custody for misdemeanor or status offenses may be taken only with permission of the Family Court (an exception to this rule is described in 444.07).
- C. Lineups: When an officer feels a lineup is necessary in the investigation of an offense involving juveniles, it is necessary to receive authorization for the lineup from the Family Court. The arresting officer should arrange for the necessary victims and witnesses to be present. Photo line-ups are addressed in General Orders.

444.08 DRIVING WHILE INTOXICATED AND TRAFFIC OFFENSES

A fifteen and one half (15 ½) year old juvenile taken into custody for misdemeanor DWI will be treated the same as an adult taken into custody for misdemeanor DWI. The Family Court will be contacted for a record check to make sure that it isn't a third (felony) DWI offense. The court must also authorize the use of the Breathalyzer when the juvenile is under fifteen and one half (15 ½) years of age. Felony DWI's will be sent to Family Court.

- A. DWI and other traffic offenses for juveniles under fifteen and one half (15 ½) years of age: Juveniles under fifteen and one half (15 ½) years of age will be referred to the Family Court regardless of the seriousness of the traffic offense. In cases where a ticket would be written, issue a MUCS and write "To be notified" in the space designated for the court date. All copies of the MUCS should be attached to a copy of juvenile report and forwarded to Family Court. The juvenile may be released to their parent or guardian.
- B. Non-Felony Traffic Offenses for fifteen and one half (15 ½) to seventeen years of age: The Family Court does not have jurisdiction over a fifteen and one half (15 ½) year old charged with non-felony traffic violations. Consequently, a 15 ½ year old charged with a non-felony traffic violation may be fingerprinted and photographed

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pursuant to usual adult booking procedures without securing prior consent of the Family Court. These cases will be referred to adult, or Municipal Court. It is the policy of the Ferguson Municipal Court that a parent must accompany any traffic violator under the age of seventeen. Therefore, officers shall write on the margin of the summons "Must appear in court with a parent."

- C. Felony Traffic Offenses: Traffic violations that constitute felonies involving everyone under the age of seventeen will be referred in the usual way to the Family Court. (This includes 3rd offense DWI and LSA - Leaving the Scene of an Accident with personal injury or damage over \$1000).

444.09 INCORRIGIBLE

- A. Parent or guardians of juveniles, complaining of incorrigibility, are to be advised to call the Family Court during business hours for assistance. The Family Court will not accept into Detention, juveniles who are incorrigible without a law violation to accompany the complaint, unless the juvenile is deemed to be a threat to themselves or others*. If custody is necessary, parents or guardians are to be advised that they will have to accompany the juvenile to Juvenile Detention. Upon arrival, they will have to fill out a detailed statement listing home rules and the means by which the juvenile has violated those rules, and documentation of their belief the juvenile is a threat to themselves or others. The Family Court will retain the statement. If the behavior listed includes law violations, the officer should consider charging the juvenile with the violation.

*Juveniles should be brought to detention only when the officer determines detention to be necessary for the child's welfare or the welfare of others. The officer will call the Family Court Detention Center for instructions. The Detention Supervisor will advise to: (a) call a Youth Crisis Center or, (b) take the juvenile to an alternate placement facility, or (c) bring the juvenile to the Detention Center.

- B. If the parents refuse custody and wish to refer the juvenile as incorrigible, they should be advised to respond to the Family Court to file an affidavit as to the incorrigibility.

- C. If the officer determines that detention of an incorrigible child is not necessary for either the child's welfare or the welfare of others, he can advise the parents of alternatives.

1. The child remains in the parent's custody.
2. Arrangements can be made for the child to be temporarily housed by a Youth Emergency Service.
3. Arrangements can be made for the child to stay with a relative or neighbor. The officer should document the placement in the report and in a memo to the Juvenile Detective.

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- D. In all incorrigible cases a DJO from Intake will meet with the family the next work day (Monday - Friday) between 9:00 A.M. - 5:00 P.M. upon parental request.

444.10 CURFEW

If a juvenile is found to be in violation of curfew, (11:00 P.M. - 6:00 A.M. Sunday through Thursday, 12:00 A.M. - 6:00 A.M. Friday and Saturday) the officer may take the juvenile into custody, complete the (juvenile) report and release them to parent, guardian, or responsible adult. The officer will issue the parent, guardian, or responsible adult a warning notice for the "failure to supervise" violation. Then advise the parent, guardian, or responsible adult that they will be summoned to municipal court for failure to supervise if their juvenile is in violation of curfew again.

Juveniles alleged to have been involved in non-criminal behavior (a status offense) will be released to a parent, guardian, or responsible adult.

444.11 TRUANCY

Truancy cases will not be accepted by the Family Court from Police Departments. All truancy cases must come from the school district. An officer locating a truant juvenile should convey the juvenile to the appropriate school and release him to the school authorities if possible.

444.12 JUVENILES UNDER TEN YEARS OF AGE

The Family Court has not established a specific age in which a child can or cannot be held responsible for a crime. In general, for children under the age of ten, the determination is based upon the nature and severity of the offense, the age and maturity of the child, etc. Missouri law does mandate that a certification hearing be held when a juvenile of any age is charged with one of the following serious felony offenses:

Murder 1st Degree
Murder 2nd Degree
Assault 1st Degree
Forcible Rape
Forcible Sodomy
Robbery 1st Degree
Sale of Drugs

In most cases when an officer takes a juvenile under ten years of age into custody, the (juvenile) report will be completed and the referral section may be checked, or "other" reflecting the child was counseled and released to parents or guardian after the juvenile was taken into custody. If the violation is a serious felony, the juvenile will be taken to detention.

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The Court will then determine the proper course of action, based on the Juvenile Crime Bill enacted August 28, 1995.

444.13 CERTIFICATION OF JUVENILES

The Family Court Judge can certify any juvenile twelve (12) years of age or older to be tried as an adult, or a juvenile of any age if charged with one of serious felony offenses listed in 444.11. Certification may be considered if the act committed had been considered a felony if committed by an adult, or a violation of State or Municipal Traffic Law or Ordinance.

444.14 FORMS

- A. Initial Detention Admission Form (IDA): The IDA must contain information such as the identity, address and statement of each victim (with the exception of offenses such as those involving drugs or some weapon violations, identify an individual person as the victim and not the State of Missouri) and witness; indication of the victim's willingness to assist in the prosecution of the matter; description of physical injuries or property damage sustained; description of weapons or instruments used in the commission of the alleged offense; etc. The information must be set out in sufficient detail to permit the filing of a petition by the Juvenile Officer and a finding of probable cause by the Court. The IDA must be supplemented with copies of all appropriate documents; e.g., evidence receipts, lab reports, etc.

Refer to The Family Court (Juvenile Court) of St. Louis County Police Procedures Manual for examples of what the court requires. These examples are located and designated as Appendix #3 and #3a and the continuation form as Appendix #4.

- B. All Reports (General Considerations): Reports will be written on all juvenile offenses and the arresting officer will complete the (juvenile) reports.
1. Juveniles are to be named fully in all reports, thus eliminating the previous use of "Juvenile 1", etc.
 2. Use the victim's name on the incident report if applicable. In cases where the State is the victim (such as runaway, minor in possession of liquor, curfew, etc.) continue to use the State of Missouri.
 3. As stated previously, all reports are to be submitted to Family Court prior to 9:00 A.M. of the day following the day the juvenile was taken to the detention facility. The report originally submitted may be in synopsis form with the notation that a supplemental report will follow. The supplement should be submitted as soon as possible.

April 12, 2011

4. All possible attempts should be made to interview the juvenile in custody, following protocol. A non-law enforcement person may interview a juvenile and that interview may suffice for the investigation (i.e.: school officials, childcare workers). It is important to note that these interviews must be initiated by the non-law enforcement person and not at the direction of the investigating officer.

444.15 CONFIDENTIALITY OF JUVENILE RECORDS

- A. The separation of adult and juvenile arrest and identification records is accomplished by adult records being secured in the holding facility area and the juvenile records being secured in the Detective Bureau.
- B. The Department (Records Division) will follow the provisions relating to court ordered expunging of (juvenile) records.
- C. The Department (Records Division) will follow all provisions governing the disposition of records when juveniles reach adult age.
- D. The Department (Records Division) will follow established provisions for access to juvenile records on a need-to-know basis only.
- E. The Records Clerk is accountable for the collection and dissemination of the juvenile arrest and identification records.
- F. The Detective Juvenile Officer is responsible for the retention of the juvenile records.

444.16 SOCIAL SERVICE AGENCIES

The juvenile detective will annually review and update as necessary the list of social service agencies necessary to assist in the juvenile justice system and disperse any updates through the chain of command to all divisions.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

April 12, 2011

SOCIAL SERVICE AGENCIES

Voluntary Placement / Transitional Living (for children not in CD custody)

Youth Emergency Services (Y.E.S.) – 314-727-6294 (Ages 12 and Up)

Youth In Need (Y.I.N.) – 636-946-3771 (Ages 12 and Up)

Epworth Children & Family Services – 314-222-4860 (Transitional Living)

Marion Hall – 314-726-3339 (Crisis intervention, emergency shelter, residential treatment and independent living to young women ages 11-21. No Fee)

Crisis Nursery – North County 314-953-8030; Forest Park 314-768-3201; St. Charles 636-947-0600 (children 0-10 for 24-72 hours.)

Lutheran Family Services - 314-787-5100 (voluntary foster care for non-school age children)

Adoption/Guardianship Subsidy – voluntary residential treatment. Legal guardian can request to modify the original subsidy agreement; must call the subsidy worker at Children's Division.

Covenant House – 314-533-2241 (18 month transitional living for girls ages 17-21; no children)

Missouri Baptist Children's Home Crisis Care – 314-739-6811 (30 day crisis care – M/F ages 5-18, private placements on a sliding scale / crisis pregnancy – transitional living for pregnant girls up to age 21 with 6 months aftercare.)

Good Samaritan Service Center – 314-772-7720 (transitional living for families, M/F with at least one child.)

St. Louis Family Court Delinquency / Runaway Intake – 314-615-2920, to make a referral. (This is not a placement resource)

Our Lady's Inn – 314-351-4590 (emergency shelter, maternity home for pregnant women 18 and older and their children. Provides shelter, food and personal items.)

Haven of Grace – 314-621-6507 (homeless girls, ages 16-24, with kids under 3.)

New Beginnings – 636-566-8600 (referrals must come through the Housing Resource Center (314-771-3555) or via shelters.

Almost Home – 314-771-4663 (transitional living home for homeless young women, 12 to 19. May or may not be pregnant and may have one or two children. This program is nine months and may be extended. Must be homeless, drug free, and willing to participate in a structured goal oriented program. No fee.)

SOCIAL SERVICE AGENCIES

1. Agency Name: _____
2. Address: _____
3. City: _____ State: _____ Zip: _____

4. Phone Number: _____

5. Fax Number: _____

6. E-mail Address: _____

7. Website: _____

8. Director: _____

9. Supervisor: _____

10. Case Manager: _____

11. Counselor: _____

12. Other: _____

13. Date: _____

14. Signature: _____

15. Title: _____

16. Agency: _____

17. Date: _____

18. Signature: _____

19. Title: _____

20. Agency: _____

21. Date: _____

22. Signature: _____

23. Title: _____

24. Agency: _____

25. Date: _____

26. Signature: _____

27. Title: _____

28. Agency: _____

29. Date: _____

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Child Abuse

Neglect of Child

Protective Custody, Child

Sexual Abuse, Child

NEGLECT OR ABUSE OF A CHILD

445.00 PURPOSE

The purpose of this General Order is to establish procedures for response and reporting neglect or abuse of children.

445.01 POLICY

The officers responding to a call of neglect or abuse of a child will ensure the victim is safe and if medical attention is necessary, he will immediately have the victim conveyed to the hospital. Chapter 210.125 RSMO effective August 1, 1982 provides that an officer can take a child into protective custody. If the officer has reasonable cause to believe the child is in imminent danger of physical harm or death before the family court could intervene, the officer may take temporary protective custody of the child without the consent of the child's parent, guardian, or others legally responsible for the child. The supervisor should make this decision.

445.02 PROTECTIVE CUSTODY PROCEDURE

- A. If an officer is required to take a child into protective custody under this General Order, he will immediately notify the Family Court Abuse and Neglect Unit or after hours, the Detention Center and the Division of Family Services and make a reasonable attempt to advise the parents, guardians or others legally responsible for the child's care. The jurisdiction of the family court begins from the time the juvenile is taken into protective custody. ~~The officer will complete a Protective Custody Admission form, available at the St. Louis County Detention Center or at the foster parents' home, containing a written statement which sets forth the identity of the child and the facts and circumstances which gave the officer reasonable cause to believe that there was imminent danger of serious physical harm or threat to the life of the child.~~
- B. If the situation is not life threatening and no imminent danger exists the officer who has reasonable cause to suspect that a child is suffering from illness or injury or is in danger of personal harm by reason of his surroundings and that a case of child abuse or neglect exists, may request that a court juvenile officer take the child into protective custody under Chapter 211 RSMO. The Division of Family Services must be notified.

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- C. The St. Louis County Family Court can be notified 24 hours a day by calling the Detention Supervisor at 615-2996. The written report, required by the new statute within 12 hours, can be delivered to the detention center after normal working hours and during weekends. A police report or thorough completion of initial detention admissions form will suffice to meet the requirement of this statute. Supplemental reports may follow
- D. The Supervisor or officer designated by him will interview the victim and/or the witness to determine if a serious child abuse or neglect has occurred. This should not be an in depth interview but an attempt to obtain basic information.
- E. If the Supervisor determines the situation requires immediate attention (child's safety or health is in immediate danger), he will notify the Ferguson Detective Supervisor.
- F. A detailed interview and statement should be taken from all witnesses and from the victim by the investigator assigned to the case, and/or investigator from the Division of Family Services.
- G. Notification to the Child Abuse Hotline (1-800-392-3738) will be made giving the basic facts. The Supervisor or officer designated by him will interview the victim and/or the witness to determine if a serious child abuse or neglect has occurred. This should not be an in depth interview but an attempt to obtain basic information. If the Supervisor determines the situation requires immediate attention (child's safety or health is in immediate danger), he will notify the Ferguson Detective Supervisor.
- H. A detailed interview and statement should be taken from all witnesses and from the victim by the investigator assigned to the case, and/or investigator from the Division of Family Services.

445.03 CHILD SEXUAL ABUSE

- A. Officers responding to a call of sexual abuse of a child will ensure the victim is safe and if medical attention is necessary will make arrangements to have the victim conveyed to a medical facility.
- B. If the Child Abuse Hotline has not been notified, it is the responsibility of the responding officer to make notification. (Hotline 800-392-3738)
- C. The officer should make every attempt to contact the Juvenile Detective in the Bureau of Operational Support. The officer should prepare an initial incident report based on the complaint. A brief overview of the facts surrounding the call will be included in this report. The responding officer should not attempt to conduct an in-depth interview of the victim.
- D. In the majority of cases of child sexual abuse, a multi disciplinary team approach is utilized. This approach lessens the trauma experienced by the child and provides a

March 29, 2011

foundation for the successful investigation and possible prosecution of the perpetrator. The investigating officer will make a referral to the Children's Advocacy Center of St. Louis, located at 4443 West Pine in St. Louis, MO. Phone number: (314) 535-3003. Referrals will meet the following requirements:

1. The victim must be a child between the ages of 3 and 14, inclusively; exceptions may be made for developmentally delayed youths.
2. Complaint is of a sex crime as defined in Chapter 566 RSMO, 1994, allegedly perpetrated within the City of St. Louis or St. Louis County limits.
3. Case does not involve immediate medical emergency.
4. Alleged sex crime is not suspected to have taken place within the past 72 hours.

Note: In suspected multi-victim cases, the number of children evaluated may be limited, and such limitation will be established in consultation with the Missouri Division of Family Services and Law Enforcement Officials.

- E. The Children's Advocacy Center will record the child's interview. The investigating officer is responsible for obtaining a copy of said DVD for investigative and evidentiary purposes if necessary. Generally the Assistant Prosecuting Attorney will secure the copy of the DVD.
- F. The original DVD will be kept by the Advocacy Center. DVD's will be preserved, maintained, and stored for a period of 15 years at the Center's storage facility.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

10. The first part of the report is a general statement of the purpose of the study. The second part is a description of the methods used. The third part is a description of the results. The fourth part is a discussion of the results. The fifth part is a conclusion.

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March 11, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Amber Alert

Juvenile, Runaway

Missing Persons

Runaways

S.A.R.A.A.

RUNAWAYS AND MISSING PERSONS REPORTS**446.00 PURPOSE:**

The purpose of this General Order is to establish procedures for accepting and investigating reports of runaway and missing persons.

446.01 DEFINITIONS:

- A. AMBER Alert: The State of Missouri AMBER Alert is a voluntary plan created under RSMo 210.1012 to broadcast a timely alert to a large number of people and to recruit the eyes and ears of these citizens to facilitate the safe return of abducted children. An abducted child is a person under the age of eighteen (18) for the purposes of an AMBER Alert.
- B. Missing Juvenile: any missing person who is under the age of seventeen (17) years.
- C. Missing Person: a person who is missing and meets one of the following characteristics:
1. Is physically or mentally disabled to the degree that the person is dependent upon an agency or another individual.
 2. Was or is in the company of another person under circumstances indicating that the missing person's safety may be in danger.
 3. Is missing under circumstances indicating that the disappearance was not voluntary.
- D. Runaway Juvenile: any person who runs away from the residence of a parent, legal guardian or Family Court placement who is a child or juvenile under seventeen (17) years of age who has not been declared emancipated, or any person over the age of seventeen (17) years age who is still a ward of the Family Court due to a court action begun while the person was a juvenile.
- E. St. Louis Area Regional Abduction Alert (S.A.R.A.A.): S.A.R.A.A. is a cooperative effort between the area's law enforcement, radio and television stations, state highway departments, wireless service providers, and mass transit provider to find

kidnapped children. Like other AMBER Plans, S.A.R.A.A. calls for the use of these resources to distribute timely kidnapping information to those people living in the St. Louis Metropolitan area and southwestern Illinois.

446.02 PROCEDURE

In compliance with Missouri Statutes the following procedures will be followed by officers of this department in the handling of Missing Persons Reports and Missing Juvenile Reports.

A. Missing Person Reports

1. After being notified by a reporting party of a missing person, the assigned officer will immediately begin an investigation into the incident. In no case will a reporting party be told that they have to wait a period of time before making the missing persons report to this Department. (This section eliminates the twenty-four (24) hour rule that was commonly practiced in the past).
2. A missing persons report will be entered in the department C.A.R.E. report system for all missing persons not immediately located. For missing juveniles, the Juvenile Section in the C.A.R.E. system will be completed.
3. The reporting officer will fill out a communications Wanted/Missing Person Entry Card, and give it to the communications operator for immediate entry into the NCIC, MULES and REJIS systems and disseminated to other Law Enforcement Agencies who may come in contact with or be involved in the investigation or location of a missing person. The Wanted/Missing Person Entry Card will be placed in the "wanted file of the communications office after the communications operator writes the Reference Number on it. The reporting officer will add the reference number to his C.A.R.E. report and the date, time and dispatcher who entered the information.
4. Upon the location of a missing person, or the determination by this Department that the person is no longer missing, the investigating officer will have the communications operator remove the record of the missing person from the computer data bases. The communications operator will write CANCELED across the "wanted/missing" card and place it in the inactive section of the wanted file. The communications operator will print a copy of the cancellation and submit it to the (NCIC/MULES/REJIS) tracking system file. The reporting officer will indicate in his report the date, time and communications operator cancelling the subject.

B. Runaway Juvenile.

1. Runaway Juvenile reports will be taken for all juveniles when it appears that they left at their own volition and there is no apparent foul play.

2. If the juvenile is a runaway from a Court appointed placement or foster care, the juvenile's parent/guardian name, address and phone number on record at the facility will be included in the report.
3. The reporting officer will fill out a Wanted/Missing Person Entry Card and give it to the communications operator for immediate entry into the NCIC, MULES and REJIS system. The Missing Person Entry Card will be placed in the wanted file. The process for the communications operator and reporting officer remains the same as with an adult. See Section A 3.
4. Upon the location of a runaway juvenile, or the determination by this department that the person is no longer missing, the process of canceling the teletype remains the same for a juvenile as it does with an adult. See Section A 4.

C. St. Louis Area Regional Abduction. Alert (S.A.R.A.A.)

1. At the discretion of the on-duty police supervisor who believes a regional broadcast might help locate the person, a St. Louis Area Regional Abduction Alert (S.A.R.A.A.) may be initiated;
 - a. If the missing person is a child 16 years of age or younger *and*
 - b. Police believe that the child has been kidnapped by a non-parent or eliminated any other logical reason for the child's disappearance *and*
 - c. Police believe that the child is in danger of serious bodily harm or death *and*
 - d. There is enough descriptive information about the child, *and/or* the alleged kidnapper, *and/or* the suspect's vehicle to believe an immediate broadcast alert could aid in recovering the child.
2. The supervisor will fill out and send the S.A.R.A.A. Fax form per the instructions kept with the S.A.R.A.A. Fax form in the Communications Center.
3. The supervisor will send a S.A.R.A.A. Update Fax for each time pertinent information is acquired.
4. A S.A.R.A.A. Cancellation Fax will be sent as soon as the person is located.

D. AMBER Alert

1. At the discretion of the on-duty police supervisor who believes a statewide broadcast might help locate the person an AMBER Alert may be initiated.
 - a. If the child is under eighteen (18) years of age *and*
 - b. Police believe that the child has been kidnapped by a non-parent or eliminated any other logical reason for the child's disappearance *and*
 - c. Police believe that the child is in danger of serious bodily harm or death *and*

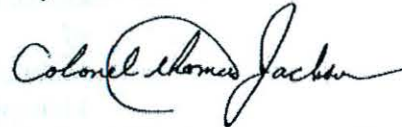
March 11, 2011

- d. There is enough descriptive information about the child, *and/or* the alleged kidnapper, *and/or* the suspect's vehicle to believe an immediate broadcast alert could aid in recovering the child.
2. The supervisor will fill out and send the AMBER Alert Fax form per the instructions kept with the AMBER Alert Fax forms in the Communications Center.
3. The supervisor will send an AMBER Alert Update Fax for each time pertinent information is acquired.
4. An AMBER Alert Cancellation Fax will be sent as soon as the person is located.

446.03 MISSOURI STATE HIGHWAY PATROL REPORTING

The department juvenile officer will review all missing persons and runaway juvenile reports and ensure that required reports are forwarded to the Missouri State Highway Patrol Records section.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

July 11, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Animal Bites

ANIMAL BITE REPORTS

448.00 PURPOSE

The purpose of this General Order is to establish procedures for reporting animal bites.

448.01 PROCEDURE

- A. When an animal bites a person, and the injury is minor, the officer should recommend that they proceed to a medical facility for examination and treatment. If the nature of the injury is serious enough, the officer should request that an ambulance be dispatched for conveyance of the victim to a hospital for treatment.
- B. If the owner of the animal is known and can be contacted at the time of the incident, the officer will advise that the animal must be quarantined for a period of ten days.
 - 1. The animal may be quarantined in an area outside the residence if it is contained in a cage which must contain four sides and a rooftop.
 - 2. If the animal owner does not possess such a cage, the animal must be quarantined inside the residence or other secure building.
- C. The officer will advise the owner that a representative from the St. Louis County Rabies Control Unit will contact him within the ten-day period to check on the animal and to verify proof of the required shots.
- D. The officer is to contact the St. Louis County Rabies Control Center at 831-6500 (North County Office, 4100 Seven Hills Dr.) or 726-6655 (801 S. Brentwood) and advise them of the incident. If the incident occurs after hours, the officer should leave a message on their answering machine.
- E. If an animal bite incident occurs after hours and requires immediate pickup by Rabies Control, the St. Louis County Police Communications Center should be contacted and they will dispatch a Rabies Control Unit.
- F. An "ANIMAL BITE" report will be completed by the officer. The name of the rabies control representative contacted should be placed in the narrative, if applicable.
- G. If there is a violation of our city animal control ordinance, the officer should issue the owner a summons for the violation. A copy of the report will be forwarded to the city prosecuting attorney.

July 11, 2011

- H. When the animal owner is unknown or cannot be located, the officer should attempt to confine or restrain the animal if possible and immediately contact Rabies Control and ask them to respond for the animal.
- I. If for some reason the possibility exists that an animal involved in a bite incident must be killed, this decision is to be made only by the Watch Commander, and only after all the facts and circumstances of the incident have been carefully weighed.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

July 12, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Bicycles

Impoundment

Motorized Bicycles

Traffic Laws

MOTORIZED BICYCLES ON PUBLIC ROADS

450.00 PURPOSE

The purpose of this General Order is to establish the procedure for handling complaints of individuals operating motorized bicycles on the public roadways in the City of Ferguson.

450.01 DEFINITIONS

The following words and phrases when used in this General Order comply with definitions found in Revised Missouri State Statute 307.180:

- A. "Bicycle" shall mean every vehicle propelled solely by human power upon which any person may ride, having two tandem wheels, except scooters and similar devices.
- B. "Motorized Bicycle" shall mean any two- or three-wheeled device having an automatic transmission and a motor with a cylinder capacity of not more than fifty cubic centimeters, which produces less than three gross brake horsepower, and is capable of propelling the device at a maximum speed of not more than thirty miles per hour on level ground. A motorized bicycle shall be considered a motor vehicle for purposes of any homeowners' or renters' insurance policy.

450.02 AUTHORITY - STATE

The Ferguson Police Department shall enforce the restrictions in the operation of motorized bicycles on public streets and sidewalks as authorized by Missouri State Statutes and the respective Ferguson Municipal Traffic Code as follows:

A. **RSMo 300.345 Riding on motorcycles, additional passenger, requirements.**

"The operator of a motorized bicycle shall ride only astride the permanent and regular seat attached thereto, and shall not permit more than one person to ride thereon at the same time, unless the motorized bicycle is designed to carry more than one person. Any motorized bicycle designed to carry more than one person must be equipped with a passenger seat and footrests for the use of a passenger."

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B. RSMo 300.347 Riding bicycle on sidewalks, limitations--motorized bicycles prohibited.

"No person shall ride a motorized bicycle upon a sidewalk."

C. RSMo 300.350 Riding bicycles, sleds, roller skates, by attaching to another vehicle, prohibited.

"No person riding upon any bicycle, motorized bicycle, coaster, roller skates, sled or toy vehicle shall attach the same or himself to any vehicle upon a roadway."

D. RSMo 307.183 Brakes required.

"Every bicycle and motorized bicycle shall be equipped with a brake or brakes which will enable its driver to stop the bicycle or motorized bicycle within twenty-five feet from a speed of ten miles per hour on dry, level, clean pavement."

E. RSMo 307.185 Lights and reflectors, when required--standards to be met.

Every bicycle and motorized bicycle when in use on a street or highway during the period from one-half hour after sunset to one-half hour before sunrise shall be equipped with the following:

1. A front-facing lamp on the front or carried by the rider which shall emit a white light visible at night under normal atmospheric conditions on a straight, level, unlighted roadway at five hundred feet;
2. A rear-facing red reflector, at least two square inches in reflective surface area, or a rear-facing red lamp, on the rear which shall be visible at night under normal atmospheric conditions on a straight, level, unlighted roadway when viewed by a vehicle driver under the lower beams of vehicle headlights at six hundred feet;
3. Reflective material and/or lights on any part of the bicyclist's pedals, crank arms, shoes or lower leg, visible from the front and the rear at night under normal atmospheric conditions on a straight, level, unlighted roadway when viewed by a vehicle driver under the lawful lower beams of vehicle headlights at two hundred feet; and
4. Reflective material and/or lights visible on each side of the bicycle or bicyclist and visible at night under normal atmospheric conditions on a straight, level, unlighted roadway when viewed by a vehicle driver under the lawful lower beams of vehicle headlights at three hundred feet. The provisions of this subdivision shall not apply to motorized bicycles which comply with National Highway Traffic and Safety Administration regulations relating to reflectors on motorized bicycles.

F. RSMo 307.188 Rights and duties of bicycle and motorized bicycle riders.

Every person riding a bicycle or motorized bicycle upon a street or highway shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle as provided by chapter 304, RSMo, except as to special regulations in sections 307.180 to 307.193 and except as to those provisions of chapter 304, RSMo, which by their nature can have no application.

G. RSMo 307.190 Riding to right, required for bicycles and motorized bicycles.

Every person operating a bicycle or motorized bicycle at less than the posted speed or slower than the flow of traffic upon a street or highway shall ride as near to the right side of the roadway as safe, exercising due care when passing a standing vehicle or one proceeding in the same direction, except when making a left turn, when avoiding hazardous conditions, when the lane is too narrow to share with another vehicle, or when on a one-way street. Bicyclists may ride abreast when not impeding other vehicles.

450.03 AUTHORITY – MUNICIPAL

A. 44-361 Traffic Laws applying to persons riding bicycles and motorized bicycles.

Every person riding a bicycle or motorized bicycle upon any roadway in the city shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle by the laws of the state declaring the rules of the road applicable to vehicles or by the provisions of this chapter applicable to the drivers of vehicles, except as to special regulations in this article and except as to those provisions of state law and this chapter which, by their nature, can have no application.

B. 44-362 Manner of riding on bicycles.

It shall be unlawful for the operator of any bicycle, when upon a street, to carry any other person upon the handlebars, frame or any other part thereof not designed to carry passengers. It shall be unlawful for any person operating a bicycle to ride upon any part of such bicycle other than upon the permanent and regular seat attached thereto.

C. 44-363 Manner of riding on motorized bicycles.

The operator of a motorized bicycle shall ride only astride the permanent and regular seat attached thereto, and shall not permit more than one (1) person to ride thereon at the same time, unless the motorized bicycle is designed to carry more than one (1) person. Any motorized bicycle designed to carry more than one (1) person must be equipped with a passenger seat and footrests for the use of a passenger.

D. 44-364 Riding on roadways.

Every person operating a bicycle or motorized bicycle at less than the posted speed or slower than the flow of traffic upon a street or highway shall ride as near to the right side of the roadway as safe, exercising due care when passing a standing vehicle or one proceeding in the same direction, except when making a left turn, when avoiding hazardous conditions, when the lane is too narrow to share with another vehicle, or when on a one-way street. Bicyclists may ride abreast when not impeding other vehicles.

E. 44-365 Riding on sidewalks.

(1) No person shall ride a bicycle upon the sidewalks on either side of South Florissant Road between south line of Carson Road, as extended across South Florissant Road to its east side and the south line of Tiffin Avenue, as extended eastwardly across South Florissant Road to the east line of South Florissant Road.

(2) Whenever any person is riding a bicycle upon a sidewalk, they shall yield the right-of-way to any pedestrian and shall give audible signal before overtaking and passing the pedestrian.

(3) No person shall ride a motorized bicycle upon a sidewalk.

F. 44-366 Brakes required.

Every bicycle and motorized bicycle shall be equipped with brakes which will enable its driver to stop the bicycle or motorized bicycle within twenty-five (25) feet from a speed of ten (10) miles per hour on dry, level, clean pavement.

G. 44-367 Lights and reflectors.

Every bicycle and motorized bicycle when in use on a street or highway during the period from one-half (1/2) hour after sunset to one-half (1/2) hour before sunrise shall be equipped with the following:

- (1) A front-facing lamp on the front or carried by the rider which shall emit a white light visible at night under normal atmospheric conditions on a straight, level, unlighted roadway at five hundred (500) feet:
- (2) A rear-facing red reflector, at least two (2) square inches in reflective surface area, or a rear-facing red lamp, on the rear which shall be visible at night under normal atmospheric conditions on a straight, level, unlighted roadway when viewed by a vehicle driver under the lower beams of vehicle headlights at six hundred (600) feet:

- (3) Reflective material and/or lights on any part of the bicyclist, pedals, crank arms, shoes or lower leg, visible from the front and the rear at night under normal atmospheric conditions on a straight, level, unlighted roadway when viewed by a vehicle driver under the lawful lower beams of vehicle headlights at two hundred (200) feet:
- (4) Reflective material and/or lights visible on each side of the bicycle or bicyclist and visible at night under normal atmospheric conditions on a straight, level, unlighted roadway when viewed by a vehicle driver under the lawful lower beams of vehicle headlights at three (300) feet. The provision of this subsection shall not apply to motorized bicycles which comply with the National Highway Traffic and Safety Administration Regulations relating to reflectors on motorized bicycles.

H. 44-368 Equipment required on motorized bicycles

No person shall operate a motorized bicycle on any roadway in this city unless it is equipped in accordance with the minimum requirements for construction and equipment of MOPEDS, Regulation VESC—17, approved July, 1977, as promulgated by the Vehicle Equipment Safety Commission, this state being a party thereto as provided in RSMo 307.250, and the regulation is hereby approved as provided in RSMo 307.260

I. 44-369 Penalty for violations of article.

If any person under seventeen (17) years of age violates any provision of this article in the presence of a police officer such officer may impound the bicycle or motorized bicycle involved for a period not to exceed five (5) days upon issuance of a receipt to the child riding it or to its owner.

450.04 PENALTY

A. RSMo 307.193 Penalty for violation. (State)

Any person seventeen years of age or older who violates any provision of sections 307.180 to 307.193 is guilty of an infraction and, upon conviction thereof, shall be punished by a fine of not less than five dollars nor more than twenty-five dollars. Such an infraction does not constitute a crime and conviction shall not give rise to any disability or legal disadvantage based on conviction of a criminal offense. If any person *under seventeen years of age* violates any provision of sections **307.180 to 307.193** in the presence of a peace officer possessing the duty and power of arrest for violation of the general criminal laws of the state or for violation of ordinances of counties or municipalities of the state, said officer may impound the bicycle or

July 12, 2011

motorized bicycle involved for a period **not to exceed five days** upon issuance of a receipt to the child riding it or to its owner.

B. 44-369 Penalty for violations of article. (Municipal)

If any person under seventeen (17) years of age violates any provision of this article in the presence of a police officer such officer may impound the bicycle or motorized bicycle involved for a period not to exceed five (5) days upon issuance of a receipt to the child or to its owner.

C. RSMo 307.195 License required--operation on interstate highway prohibited--violation, penalty.

1. No person shall operate a motorized bicycle on any highway or street in this state unless the person has a valid license to operate a motor vehicle.
2. No motorized bicycle may be operated on any public thoroughfare located within this state which has been designated as part of the federal interstate highway system.
3. Violation of this section shall be deemed a class C misdemeanor.

450.05 PROCEDURE

Officers observing operators of motorized bicycles in violation Section 44-361 to 44-368 (Municipal) will issue a municipal traffic summons to violators sixteen years of age and older. Violators under the age of seventeen shall have the motorized bicycle impounded and issue a receipt to the violator or its owner. The impound receipt shall advise the violator or owner that the motorized bicycle is impounded under 44-369 or RSMo 307.193 and can be picked up at the Ferguson Police Station five calendar days from the date of impound.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Form 31

Inspections, Vehicles

Vehicle Inspections

DAILY VEHICLE INSPECTIONS

451.00 PURPOSE

The purpose of this General Order is to establish a procedure for the daily inspection of police vehicles. An examination before beginning each shift will ensure the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is clean and properly equipped for use.

451.01 POLICY

Vehicle inspection is mandatory and will be conducted by each squad at the beginning of each watch. In addition, a search of any police vehicle will be made after transporting prisoners. Each time a prisoner is to be transported, the vehicle should be examined to ensure that no weapons or contraband are present. Once a prisoner has been removed from the vehicle, a thorough search should be conducted as soon as practical, but, in all cases, before the vehicle is reused. This will not only ensure that the prisoner has left nothing in the vehicle, but if items are found, link them in a timely manner to the prisoner.

A. INSPECTING OFFICER:

1. The inspecting officer will complete the form on the reverse side of Form #31 (Officer's Productivity Sheet). This same officer and his supervisor will sign the bottom of the form in the spaces provided, indicating that the vehicle was inspected and that the information listed on the form is correct to the best of his knowledge.
2. An inspection form must be completed for each vehicle that an officer utilizes during his tour of duty. Also, off-duty officers who use a vehicle for court or warrant application must complete an inspection and have it witnessed by the on-duty supervisor at the conclusion of his overtime assignment. He will write "Parked" in the section entitled "Vehicle Received From".
3. It is the responsibility of the officer who is securing a vehicle at the station to park and/or turn the vehicle over to another officer in acceptable condition. "Acceptable condition" means that each box on the inspection sheet must be

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marked "Yes", except for the section marked "Interior / exterior Damage", which hopefully is marked "no".

4. If an officer secures a vehicle at the station that will not be immediately utilized by members of the next watch, he will contact the on-duty watch commander to complete the inspection and sign Form #31.

B WATCH COMMANDERS & SUPERVISORS:

When a vehicle is returned in an unacceptable condition, the inspecting supervisor will make a copy of the inspection form and forward it along with a short memo to the officer's supervisor for the appropriate disciplinary action if necessary. Remember, these inspections are not an option, **they are a mandatory part of the daily operations of each squad.** Only impending emergencies should constitute reasons for not complying with this directive.

C. FORM 31

OFFICER: DSN:			DATE		VEHICLE #: VEHICLE RECEIVED FROM:			
Interior/Exterior Clean:			YES	NO	If No Explain:			
Interior/Exterior Damage:			YES	NO	If Yes Explain:			
Gas Tank ½ Full:			YES	NO				
Circle Appropriate								
Shotgun	Yes	No	Flashlight	Yes	No	First Aid Kit	Yes	No
Lock Out Tool	Yes	No	Traffic Cones	Yes	No	Traffic Vest	Yes	No
Road Flares	Yes	No	Tuning Fork	Yes	No	Radar Controller	Yes	No
Inspecting Officer Signature:					Supervisor's Signature			

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Commissioned Personnel

March 29, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Blood Test, DWI
Breath Test, DWI
DWI
Evidence, DWI
Traffic Accidents, DWI
Urine Test, DWI

DRIVING WHILE INTOXICATED (DWI)**452.00 PURPOSE**

The purpose of this General Order is to establish procedures for the arrest and processing of persons charged with Driving While Intoxicated.

452.01 POLICY

In all DWI arrests, Miranda Rights must be given to the suspect prior to asking incriminating questions. Miranda Rights are not required prior to sobriety testing.

452.02 RIGHT TO COUNSEL AND ADMINISTERING THE BREATH TEST**A. Right to counsel**

1. The arrested subject may call his lawyer from the station, or, if his lawyer is at the station, he/she may consult with him before taking the breath test, but the defendant need not be advised of this.

If a person, when requested to submit to any test allowed under Section 577.020 RSMo, requests to speak to an attorney, they will be granted twenty (20) minutes in which to ATTEMPT to contact an attorney. If upon the completion of the twenty-minute period the person continues to refuse to submit to the test, it will be deemed a REFUSAL.

2. The arrested subject does not have a constitutional right to have his/her counsel present when he takes the breath test, therefore, the police officer does not have to wait until counsel arrives before administering the test. However, if counsel is present, counsel may not be excluded.

- B. **Unequivocal Refusal** A refusal to take the breath test (or any requested test) must be EXPRESS and UNEQUIVOCAL for it to warrant a license revocation.

1. When it is time for the test to be given, and a person refuses to submit a valid breath sample, it is a refusal.
 2. If the person says they will submit, but will not do so, it is a refusal.
- C. Self-Incrimination The use of the breath test does not violate a person's privilege against self-incrimination.

452.03 TESTING

- A. A person has NO right to have any intoxication test administered, other than the test requested by the officer. (Test may be breath, blood, urine or saliva.)
- B. A refusal to take the breathalyzer test is sufficient to warrant the revocation of a driver's license, even though the arrestee requests that another type of test be administered. (The test is chosen by the officer and not the arrestee.)
- C. An officer may not administer any Breathalyzer test unless he/she possesses a valid permit issued by the State Department of Health for this purpose.
- D. Blood tests may be administered to any person who is dead, unconscious, or is in a condition rendering him/her incapable of refusing to take a test without that person's express consent.
- E. An officer may request no more than TWO valid, complete tests. A refusal of EITHER of these two tests is grounds for a license revocation even if the subject submits to one of the tests.
- F. The following tests other than "Breath Tests" may be requested by the officer: blood, urine, or saliva may be used to determine the presence of drugs or blood alcohol level.
- G. If the person who is tested requests; full information concerning the test will be made available to him.

452.04 REFUSAL TO TAKE THE TEST

- A. If a person refuses the breath test, the arresting officer shall notify a supervisor. It is not necessary for the supervisor to witness the refusal. Once the refusal has been made, no test shall be given. (There should be no attempts at convincing subject to submit to the test once he/she has refused.)
- B. Document the number of times the subject refuses the test and if there are witness(s) to the refusals; documentation should be in the police report.

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- C. A new refusal report form (Affidavit of Chemical Test Refusal) may be used for Commercial Vehicle Drivers only. Under Section 302.750 RSMo, arrest is not required to request a CDL driver (Class A, B or C vehicles) to submit to a test. However, if the driver has been arrested and there is probable cause to believe that they were driving while intoxicated, the Refusal Report Section located on the top of page 3 of the Alcohol Influence Report should always be used and not the separate CDL Refusal form.
- D. Mark the REFUSAL box on Page 3 of the Alcohol Influence Report.. Failure to mark the refusal box can result in the loss of the refusal case.
- E. Complete Department of Revenue (DOR) Form 4323 marking "YES" if a valid license is surrendered and "NO" if the license is from another state; no license in possession; or if the license is expired, suspended or revoked. The original should be issued to the arrestee and the canary colored form should be forwarded to DOR.

452.05 ZERO TOLERANCE LAW

- A. Any person under the age of 21 that has been stopped or arrested by a law enforcement officer must take the test if requested. The original stop of a minor must be based upon probable cause to believe a violation of state or municipal traffic offense occurred. Action must be based upon evidentiary chemical test which was requested and administered subsequent to the subject having been arrested for operating a motor vehicle while intoxicated, and the chemical test shows a blood alcohol level of .02% BAC or more, but less than .10% BAC (08 % after Sept 29, 2001).
- B. If you suspect a minor has been drinking, but do not have probable cause to believe they are intoxicated, you may request the minor voluntarily submit to a chemical test. If the minor agrees and tests .02% or higher through .08% BAC, submit a Notice of Suspension and Alcohol Influence Report (A.I.R. Form 2389).
- ~~C. If the person refuses the test or if the person's BAC is two-hundredths of one percent or more by weight, the officer shall forward to the Department of Revenue a verified report of all information relevant to the enforcement action, including information which adequately identifies the arrested person, a statement of the officer's grounds for belief that the person violated any statute related to driving while intoxicated or was less than twenty-one years of age and was driving with two-hundredths of one percent, a report of the results of any chemical tests which were conducted, and a copy of the citation and complaint filed with the court.~~
- D. The report required shall be made on the Department of Revenue Alcohol Influence Report Form 2389 in the same manner as all DWI arrests.

452.06 IMPLIED CONSENT

- A. Prior to administering a Breathalyzer test, the subject must be advised of the Implied Consent Law. This law is located on the top of page 3 of the Alcohol Influence Report.

452.07 DWI PROCEDURES

D.W.I. suspects who are administered the Breathalyzer tests at the Ferguson Police Department will be videotaped. The taping will include the completion of the Alcohol Influence Report Form. The videotape will be packaged as evidence and released to the evidence officer and held for court proceedings.

DWI arrests will be prosecuted in the Ferguson Municipal Court if:

- A. Arrested subject has never been convicted of an alcohol related offense. No prior DWI, no alcohol related driving incidents, i.e. DWI, DUI, BAC.
- B. There is an accident involved and there are no serious injuries or extensive property damage.
- C. DWI arrests that do not meet the criteria listed in a and b above will be processed in the Circuit Court of St. Louis County along with the following type cases.
1. If the driver is suspected of being under the influence of drugs and a test is given and the test for drugs is positive.
 2. Felony DWI. See Felony DWI under section 452.08.

452.08 DWI - BAC OF .08% OR HIGHER

- A. Effective September 29, 2001 the presumptive BAC level for DWI is reduced to .08% BAC from .10 BAC. Under the Administrative Suspension Law wherein the blood alcohol content is .08% or higher, the Missouri Operator's license, receipt for license or permit will be seized and forwarded to the Department of Revenue. An out-of-state license will not be seized. The arresting officer will upon seizing the driver license or receipts issued by the State of Missouri complete the appropriate sections of the Notice of Suspension / Revocation of your Driving Privilege form. The driver license or receipt will be taped to the yellow (DOR) copy of the Notice of Suspension or Revocation of your Driving Privilege form. DO NOT STAPLE OR DEFACE THE LICENSE IN ANY MANNER.

- B. You may seize the license if:
1. Subject has a BAC of .08% or higher and driving privileges are not suspended, revoked, expired or unlicensed to drive in Missouri.
- C. Issue the appropriate MUCS to the arrested subject. In addition a copy of the most recent Monthly Maintenance Check Report prepared by a Type II Permit Holder prior to the current breath test will be included with the Alcohol Influence Report and then forwarded to DOR.
- D. **FELONY DWI:** If a driver has two prior state convictions within the past ten years for DWI, DUI or BAC, then the officer is to apply for warrants at the St. Louis County Prosecutor's Office. Do not issue a summons on a felony DWI. The officer should issue state citations for any other traffic violations.

452.09 DWI ACCIDENTS

- A. Driver Injured. Serious injuries require hospitalization. If the driver is suspected of DWI, place the subject under arrest at the scene and allow paramedics to take charge of the driver. At the hospital, the officer should read the driver the Implied Consent Law and request a blood test. If the driver refuses, go through the proper channels to revoke the operating privileges of the driver.

Under State law, if the driver is unconscious, he/she is presumed to have NOT revoked permission and medical personnel should be directed to take a blood sample. The driver may be released from the hospital or a "Fit for Confinement" may be obtained. If a "Fit for Confinement" is obtained, the prisoner should be conveyed back to the station for booking and incarceration.

- B. Minor injuries. If injuries to a suspected intoxicated driver are minor, paramedics should be summoned to render first aid. The driver may then refuse treatment or may request to go to the hospital. If driver requests to be taken to the hospital, a blood sample should be obtained.
- C. Other persons injured. If serious or life threatening injuries are apparent, the driver should be taken to the hospital and a blood sample requested. If the driver refuses and the injuries to other person(s) are serious or if there is a fatality involved, a determination by the Watch Commander on duty should be made to obtain a search warrant for the blood sample.

452.10 FATAL DWI ACCIDENTS

- A. If a fatality occurs and a driver is suspected of being intoxicated; a blood test is necessary per this policy. If need be, a search warrant must be obtained if there is a

potential for a manslaughter case to be made. For manslaughter cases, DO NOT USE BREATH TESTING EQUIPMENT.

- B. If a fatality occurs and there is a potential for a manslaughter case or any type of criminal charges, the Watch Commander and Accident Investigator should be contacted immediately. The Watch Commander and Accident Investigator will begin a call out for the investigation of the accident.
- D. Since the case is a homicide case, the on-duty detective supervisor should be notified. A detective will confer with the Accident Investigator in charge to determine what kind of manpower will be required for the investigation. Since time is essential in manslaughter DWI case to collect evidence, a warrant may be required and sought in a timely fashion.

- NOTE: If the case is potentially a manslaughter case, do not issue a DWI. Apply for warrants.

452.11 DWI ARREST AND VEHICLE TOW POLICY

In any DWI arrest, the vehicle being driven by the arrested subject must be towed if there is not a sober individual that can take custody of the vehicle within one hour of notification and the signed consent of the driver. The officer ensures that the subject signs the tow waiver indicating that the vehicle was released and to whom it was released.

452.12 RELEASE OF PRISONER

The prisoner may be released by bond, citation or by "Pending Application of Warrant." The officer should not release the prisoner on a citation or paw if the prisoner has no mode of transportation other than walking. If the prisoner has no other means of transport, hold the subject for up to 24 hours or until he/she regains sobriety or until a bond is posted. If the prisoner wishes to post his/her own bond and has no mode of transport, wait until the prisoner becomes more sober prior to accepting the bond. If the prisoner is still intoxicated, he/she should be released to a responsible person or to a cab.

When a responsible person has responded to this department to pick up the arrested subject, have them sign a Release Form (FPD form 38) indicating that they accept full and complete responsibility for the subject and that they will not allow him/her to drive while in an intoxicated condition. This completed form will be attached to the Booking Sheet upon their release.

452.13 BAC READING LOWER THAN .08 PERCENT BY WEIGHT

If the BAC reading is lower than .08 percent by weight, the prisoner should not be charged with DWI. (Unless the suspect has been tested for narcotics; or the suspect is under the age of 21 and in violation of the Zero Tolerance Law) Instead, the prisoner should be charged

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with the original traffic violation for which he was stopped. The prisoner can then be processed on the traffic charge at the discretion of the officer.

If the BAC is below .08 percent by weight and the suspect tests positive for narcotics, then warrants should be sought through the state court for DWI when the test results are made available. (Note: A state summons should be issued as well.)

452.14 RECORD ROOM PROCEDURES

Upon receipt of approved DWI or DUI report, record room personnel will forward the report to the city court clerk for distribution. Record room personnel will forward one copy to the court clerk involving DWI cases that will be presented to the prosecuting attorney of Ferguson. Felony DWI cases will follow the procedure set by the Office of the Prosecuting Attorney/St. Louis County, MO.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp or seal.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

It is the policy of the State to provide for the education of all children who are of school age and who are not otherwise provided for. The State shall provide for the education of all children who are of school age and who are not otherwise provided for.

ARTICLE 10

Section 1. The State shall provide for the education of all children who are of school age and who are not otherwise provided for. The State shall provide for the education of all children who are of school age and who are not otherwise provided for.

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Accident Investigation, Reports
Amended/Dismissed MUCS
Commercial Vehicle Enforcement
Juveniles, Traffic Offenses
Lost or Stolen MUCS
Traffic Enforcement
Traffic Tickets, Accountability
Uniform Enforcement
Voids, MUCS

TRAFFIC ENFORCEMENT AND TICKET PROCEDURES

453.00 PURPOSE

The purpose of this General Order is to establish uniform procedures for taking enforcement action incidental to traffic law violations and the issuance and distribution of traffic tickets.

453.01 POLICY

Proactive traffic enforcement and stops are an effective and important law enforcement function. Enforcement efforts are critical in saving lives and reducing injuries that are attributed to either drunk driving or individuals that wantonly violate the traffic laws of our state and communities. In addition, traffic law enforcement is an effective tool in gathering evidence, apprehending fugitives and combating illegal drugs, illegal weapons and other criminal activity.

The Ferguson Police Department traffic enforcement program shall be directed at the reduction of traffic crashes and insures that enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. Warnings may be substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations. The department discourages emphasis on quantitative enforcement activities; however the department acknowledges that both qualitative and quantitative emphases are integral to the department's traffic safety program.

Guidelines for the issuance of traffic summons at the scene of traffic crashes is found in GO 486.03.

453.02 CITATION TYPES (Notice to Appear)

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8. The violator lacks positive identification
- C. Issuing multiple tickets for similar violations is discouraged and when presented with this situation, tickets should be limited to the most serious offense(s).
- D. Warrant Applications - The following violations require a full custody arrest and warrant application to the St. Louis County Prosecuting Attorney's Office:
 1. If the subject has a prior conviction in a municipal or state court for a DWI, DUI or BAC offense.
 2. An accident involving a driver, who was driving recklessly or in an intoxicated condition or under the influence of drugs and causes serious injury to another.
 3. Any additional state violations should be added to the booking sheet and warrant applications made on these violations.
- E. Newly enacted laws and/regulations will be posted on P.A.S.S. and the desk book for review.
- F. Bond Requirement and Amounts

The City of Ferguson Municipal Court has established bonds requirements and amounts for traffic and criminal violations.

453.05 STATE CIRCUIT COURT SUMMONS

Effective January 1, 2003 all officers are required to use a re-formatted MUCS for STATE traffic charges. Effective July 1, 2003 this new form will be required for ALL traffic charges, including municipal.

- A. The following steps are required to issue a Summons for Circuit Court:

 1. Use ONLY the State Court summons and enter St Louis County in the "CIRCUIT COURT" box. (Write Division 21.)
 2. Enter the State Statute number in the "VIOLATION OF" box and complete all other entries as appropriate.
 4. The violator will be advised that the citation will be sent to the Circuit Court for assignment to a division and that the Circuit Court Division to which it is assigned will notify the violator of the court date and time.
 5. The citation must be signed by the officer issuing it.

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- B. A report will be written in every instance where a custodial traffic arrest is made and a copy forwarded with the summons to the Circuit Court.
- C. On a DWI arrest, prior to issuing a summons, run a DOR check to determine if the violator has had prior DWI convictions.

453.06 JUVENILE TRAFFIC OFFENDER

The following procedures will be followed for traffic offenses involving persons under the age of seventeen.

- A. DWI and other traffic offenses for juveniles under fifteen and one half (15 ½) years of age: Juveniles under fifteen and one half (15 ½) years of age will be referred to the Family Court regardless of the seriousness of the traffic offense. In cases where a ticket would be written, issue a MUCS and write "To be notified" in the space designated for the court date. All copies of the MUCS should be attached to a police report and sent to Family Court. The juvenile may be released to their parent or guardian upon completion of the investigation.
- B. Non-Felony Traffic Offenses for fifteen and one half (15 ½) to seventeen years of age: The Family Court does not have jurisdiction over a fifteen and one half (15 ½) year old charged with non-felony traffic violations. Consequently, a 15 ½ year old charged with a non-felony traffic violation may be fingerprinted and photographed pursuant to usual adult booking procedures without securing prior consent of the Family Court. These cases will be referred to adult, or Municipal Court. It is the policy of the Ferguson Municipal Court that a parent must accompany any traffic violator under the age of seventeen. Therefore, officers shall write on the margin of the summons "Must appear in court with a parent."
- C. Felony Traffic Offenses: Traffic violations that constitute felonies involving everyone under the age of seventeen will be referred in the usual way to the Family Court. (This includes 3rd offense DWI and LSA - Leaving the Scene of an Accident with personal injury or damage over \$1000).

453.07 COMMERCIAL VEHICLE / PUBLIC CARRIER ENFORCEMENT

State law requires operators of commercial vehicle and public carriers to possess a valid Commercial Driver's License (CDL). Officers should be familiar with the special restrictions and requirements for persons with CDL's and should take appropriate action in regards to violations. Officers may utilize Missouri State Highway Patrol Commercial Vehicle Inspectors. Officers may order that a vehicle is transported to the nearest MSHP weight station for vehicle weight measurement. In addition, MSHP Commercial Motor Vehicle Inspectors may conduct an equipment inspection at our request. Either the MSHP Commercial Motor Vehicle Inspector or the MSHP Trooper may issue the appropriate summons.

453.08 CITATION CONTROL LOGBOOK – ACCOUNTABILITY

- A. The Missouri Uniform Complaint and Summons books will be issued by the Assistant Court Clerk to the Officers.
- B. The Assistant Court Clerk will order the needed supplies of the violation books and will maintain control of and receipt for new shipments of it.
- C. The Assistant Court Clerk will issue violation books to the Officers and maintain a control log.
- D. At the time a book is issued to an Officer the Assistant Court Clerk will enter the following information into the Control Log Book maintained by the Assistant Court Clerk:
 - 1. Date of issuance
 - 2. Officer's name
 - 3. Beginning control number
 - 4. Ending control number
- E. Officers are accountable for the tickets issued to them. Completed, voided or destroyed tickets will be forwarded within two days from date issued.
- F. Officers will not maintain more than three (3) MUCS books at a time.
- G. Officers will maintain the officer's copy (pink copy) of the MUCS for a period of one year from date of issue.
- H. In the Mobile Ticketing System, the software includes a section for officer's notes that can be stored in the database and recalled by the officer at a later date and printed if needed
- I. Mobile Ticketing citation numbers are generated by the system and assigned to the officer logged onto the system. The citations are copied from the I.T.I. system by an assigned clerk for municipal records.
- J. Mobile ticketing will provide a link to the Traffic Analysis form used for entry of traffic stop data. **This information must be completed for all vehicle stops.**
- K. The municipal court will provide court dates for the issuance of all summonses.
- L. Officer's Signature – On paper based tickets, the officer must sign his/her name legibly and note his/her DSN where indicated. Tickets printed on the Mobile Ticketing System will have the officer's name printed by the computer and the entry of the ticket into the system constitutes the officer's electronic signature.

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- M. Paper based tickets - Violators are asked to voluntarily sign tickets in the paper based format only, as an acknowledgement that they received the ticket and as a promise to appear in court. The violator cannot be compelled to sign the ticket. The violator's copy of the ticket, with envelope and fine/court cost instructions, will be given to the violator.
- N. Mobile Ticketing System – Upon completion of the ticket on the Mobile Ticketing System, print one violator's copy and issue it to the violator along with the pre-printed envelope with fine and cost instructions. The violator does not need to sign the ticket.

453.09 FERGUSON MUCS TRANSMITTAL SHEET:

- A. Each officer who issues a paper based ticket will record the ticket number on a FPD transmittal Sheet. The officer will attach all court copies of the tickets to the transmittal sheet and surrender them to their respective supervisor at the end of watch.
- B. The supervisor will review all transmittal sheets verifying the ticket numbers and will initial the transmittal sheet indicating its accuracy. The tickets and transmittal sheet will be placed in a 9 X 12 envelope, sealed and placed into the drop box of the Court Clerk.
- C. Upon receipt of the transmittal sheet envelopes a designated court clerk will verify the ticket numbers with each transmittal sheet, initial sheet as inspected indicating its accuracy, then file the transmittal sheet as a court record.
- D. If the court clerk finds a discrepancy on a transmittal sheet the supervisor will be notified and they will review the sheet for accuracy. Discrepancies will be investigated thoroughly until resolved.

453.10 VOIDED MUCS

In the event a MUCS needs to be voided, said item will not be entered on the Transmittal Sheet. ~~An FPD memorandum will be prepared by the issuing officer stating the reason for the request to void the item.~~ The tickets will be attached to the Memo and forwarded to the Chief of Police. Voided MUCS will then be entered into the Voided Summons Control Log maintained by the Assistant Court Clerk. The Assistant Court Clerk will forward voided MUCS to the Court Clerk in a separate Transmittal Sheet.

453.11 AMENDED/DISMISSED MUCS

In the event an officer requests an amended or dismissal on one of his/her MUCS a memorandum will be prepared for the Court Clerk stating the reasons. The Court Clerk will present the memorandum to the Ferguson Prosecuting Attorney or the Ferguson Judge for review.

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453.12 LOST OR STOLEN MUCS

In the event a MUCS is lost or stolen, the officer shall immediately report this to a supervisor. A police report will be written documenting the incident.

453.13 COURT DISPOSITIONS

The Ferguson Municipal Court logs and maintains dispositions of traffic citations in the Delores McCombs (Paradox) records management system. The system has the status and/or final disposition recorded for every summons received by the court. Officers can obtain status and disposition information by contacting any one of the court clerks.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a faint circular stamp.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Temporary Custody Facilities
Temporary Custody Intake and Holding
Security
Safety and Sanitation
Access
Booking and Collecting Prisoner Property
Detainee Treatment
Detainee Supervision

CUSTODIAL CARE STANDARDS

454.00 PURPOSE

The purpose of this General Order is to establish procedures to apply to the Custodial Care Division (Holding Facility) of the Police Department and detainee placement and procedure.

454.01 TEMPORARY CUSTODY FACILITIES

- A. The Ferguson Police Department's Holding Facility contains ten (10) custody rooms.
- B. The Ferguson Police Department's Holding Facility has ten (10) custody rooms and each contains a lavatory, wash basin, water fountain and designated sleeping area for the detainee.
- C. Fire prevention plan, fire evacuation plan and fire suppression. *(See G.O. 416.00 Prisoner Conveyance and Holdover Facilities)*
- D. The Commander of Operational Support, his designate or on-duty Watch Commander, shall conduct a daily visual inspection of all holding facilities. *(G.O. 416.00)*
- E. The Commander of Operational Support or his designee will affirm that a staff review is completed of temporary custody rooms and procedures, at least once every three years.
- F. Personnel who use the facility and all aspects of the custody rooms shall have immediate initial training to include First Aid training followed by refresher training at least once every three years.

454.02 TEMPORARY CUSTODY INTAKE AND HOLDING

- A. Correctional personnel shall provide written documentation to include the date, time and reason as well as any meals provided for detainees processed in and out of the facility.
- B. The Commander of Operational Support or his designate is responsible for monitoring the length of time that each prisoner has been held to ensure that no prisoner is held in Ferguson Holding Facility for more than seventy-two (72) hours. *(G.O. 416.00)*
- C. At no time will females and males (adults) be held in sight of each other. At no time will juveniles be secured in the jail or jail cell environment. When juveniles are brought into the jail facility for fingerprinting and/or booking purposes they will be kept from the adult inmate population, and in total sight and sound separation of same. *(G.O. 416.00)*
- D. Prisoners waiting to be booked may be secured on the fixed holding bench until their turn to undergo the booking process. *(G.O. 416.00)* The holding bench is located in the hallway directly inside from the sally-port. Sets of handcuffs are fastened to the concrete wall adjacent to the holding bench for the security of prisoners.
- E. Twenty-four hours visual supervision of detainees housed in the holding facility is maintained by the camera system directed to the communications dispatcher(s) and is essential for maintaining security and ensuring the safety and welfare of detainees. *(G.O. 416.00)* Correctional Officers are provided on-site for 24-hour supervision of all detainees. Correctional Officers will conduct on-site face to face visual observation and count of all detainees at least once per shift.

Prisoners under the influence of alcohol or drugs or who are violent should be segregated from other prisoners. Special consideration should be given to ensure the potential for detainees to injure themselves or others is minimized. The means to segregate prisoners once it has been determined they are intoxicated, under the influence of drugs or violent are: 1. placing them into single cells prior to processing, and/or, using restraining devices to secure them within a single cell. Such detainees should remain under close observation. *(G.O. 416.00)*

Correctional personnel will secure and monitor individuals in locked spaces who are unattended.

- F. Only commissioned and correction officers who have received training in safety procedures, holding facility operations, supervision and physical restraint of prisoners or other training deemed necessary by the Commander of Operational Support shall perform duties relating to the holding facility operations.

All officers shall receive in-service training on the application of physical restraints, searching and booking prisoners into holding cells, fire suppression equipment and evacuation. (G.O. 416.00)

454.03 SECURITY

- A. No officer will enter the holdover/jail area with firearms while prisoners are inside the holdover/jail area. Officers booking prisoners into or entering the holding facility shall secure their firearms in the weapons lockers located outside of the holding area. (G.O. 416.00)
 - B. A duress alarm is located at each entrance of the holding facility. One duress alarm is located in the sally-port and the other is located between the two entrance doors leading from the interior of the police station.
 - C. If a prisoner escapes from the station the Commander of Operational Support, or his designate, or if neither are on-duty, the communications center and on duty Watch Commander are to be notified. Descriptions, identities and offenses of escapees shall be relayed to all duty personnel and surrounding jurisdictions as quickly as possible. The supervisor who was notified shall coordinate intelligence gathering and search procedures among agency personnel and other law enforcement authorities as appropriate. The holding facility shall be secured as soon as possible, all prisoners accounted for, and all security doors and devices inspected to ensure proper functioning. The Commander of Operational Support (if on-duty) or the Watch Commander shall initiate investigation of the circumstances surrounding the escape and provide a full report with recommendations to the Chief of Police. (G.O. 416.00)
 - D. Only arresting and booking officers or those otherwise directly involved in the booking process shall be allowed in the booking area. (G.O. 416.00)
 - E. All areas of detention are continuously electronically monitored. If circumstances occur where a detainee(s) is unattended, face to face visual observation will be achieved every thirty minutes. (i.e. surveillance system malfunction)
-
- F. Correctional Officers are provided on-site for 24-hour supervision of all detainees. Correctional Officers will conduct on-site face to face visual observation and count of all detainees at least once per shift.

Twenty-four hour visual supervision of detainees housed in the holding facility is maintained by the camera system directed to the communications dispatcher(s) and is essential for maintaining security and ensuring the safety and welfare of detainees. (G.O. 416.00)

454.04 SAFETY AND SANITATION

December 20, 2012

The Commander of the Bureau of Operational Support or his designee will cause the holding cells of the Ferguson Police Department to be inspected for safety and sanitation conditions within the custody rooms as well as minimum standards for each room to include:

- A. The Commander of the Bureau of Operational Support or his designee will document on-site inspections of cells and all alarm systems on a weekly basis to include sanitation assurance as well as a search for contraband and weapons;
- B. The Commander of the Bureau of Operational Support or his designee will document inspections of fire equipment and fire detection devices on a semi-annual basis and weekly testing of alarms (*G.O. 416.00*);
- C. The Custodial Care area (Holding Facility) post evacuation plans as recommended by the Ferguson Fire Department;
- D. Lighting and air circulation (in the Custodial Care area will be) in compliance with local codes;
- E. The Ferguson Police Department Holding facility custody rooms each have drinking water, lavatory and wash basin in all ten holding cells. There is a shower available, bed and bedding for those held in excess of eight (8) hours; and
- F. There are regular inspections for rodent and pest control.

454.05 ACCESS

The Ferguson Police Department regulates access and security into the holding facility reducing the threat of escape, injury and other unforeseen contingencies. The following directives will be followed:

- A. Security of firearms and other weapons and any exceptions in the event of emergencies. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- B. Conditions under which an employee enters a cell. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- C. All doors entering/exiting into the Holdover Facility are to be secured at all times. All cell doors are to be closed and secured at all times when inmates are incarcerated. Unoccupied cells may have their doors left open for the easy identification of availability and placement of unruly prisoners;
- D. All correctional officers will be issued a key to the Holdover Facility doors and a key to the cell doors. The master keys are secured with the Chief of Police. The electronic locks are controlled from the communications console of the police dispatching area;

- E. Security check and search of cells prior to and immediately following use of cells. *(G.O. 416.00 Prisoner Conveyance and Holdover Facilities);*
- F. Control of any tools or other items that could be used as a weapon. *(G.O. 416.00 Prisoner Conveyance and Holdover Facilities);*
- G. Communication personnel auditorily and visually monitor officers with prisoners upon entry into the Sally Port of the Police Department. Each officer of the Ferguson Police Department is issued a portable radio to communicate two ways at any time. Each portable radio is equipped with an emergency button;
- H. Procedures to follow in the event of an escape. *(G.O. 416.00 Prisoner Conveyance and Holdover Facilities).*

454.06 BOOKING AND COLLECTING PRISONER PROPERTY

The Ferguson Police Department defines procedures to be used when booking, collecting or returning property for each detainee, to include:

- A. The separation of males, females and juveniles by sight and sound during booking and detention. *(G.O. 416.00 Prisoner Conveyance and Holdover Facilities);*
 - B. Searching the detainee prior to placement into a cell or holding area. *(G.O. 417.00 Booking Process, Fingerprints, Mugshots);*
 - C. An itemized list of the individuals property; signed, timed and dated by the individual and collecting personnel. *(G.O. 417.00 Booking Process, Fingerprints, Mugshots);*
 - D. Security measures for the property. *(G.O. 417.00 Booking Process, Fingerprints, Mugshots);*
 - E. Documented return of the property; signed, timed and dated by the individual and returning personnel. *(G.O. 417.00 Booking Process, Fingerprints, Mugshots);*
-
- F. Corrections officers/commissioned officers will positively identify individuals who are arrested (booked) or taken into custody (custody forms-juvenile) prior to their release;
 - G. Current health and any needed prescribed medication. *(G.O. 417.00 Booking Process, Fingerprints, Mugshots);*
 - H. Normal or abnormal behavior. *(G.O. 417.00 Booking Process, Fingerprints, Mugshots);*
 - I. Any injuries, bruises, or other notable signs of incapacitation. *(G.O. 417.00 Booking Process, Fingerprints, Mugshots).*

454.07 DETAINEE TREATMENT

The Ferguson Police Department has procedures that address the treatment of detainees to include:

- A. Procedures for the handling and separation of detainees under the influence of alcohol or drugs or who are violent or uncontrollable. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- B. Documented access to prescribed medications or any other medications dispensed while being detained. (*G.O. 473.00 Medical Treatments for Prisoners*);
- C. Three meals during a 24 hour period. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- D. Access to a telephone. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- E. Detainees will have the opportunity to post bond on Ferguson municipal warrants. Prisoners will not be held in this department's facility no longer than seventy-two (72) hours. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- F. Access to an attorney by a detainee will be confidential while in custody. (*For additional see G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- G. Telephones are provided in each of the ten cells for detainees. Signs are posted from both entrances into the Holding Facility indicating that "This Area Electronically Monitored". The phone system reminds the detainee as he initiates a call that the call will be monitored. (*For additional see G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- H. The Commander of Operational Support or his designee will provide that a "First Aid Kit" is stored in the centrally located holding facility's office where it will be readily accessible. A weekly inspection of the "First Aid Kit" will be documented and kept on file for a period of one year;
- I. Procedures to follow when a detainee is in need of medical attention. (*G.O. 473.00 Medical Treatment for Prisoners*).

454.08 DETAINEE SUPERVISION

The Ferguson Police Department supervises all individuals detained by the agency and includes the following:

- A. Correctional Officers are provided on-site for 24-hour supervision of all detainees. Correctional Officers will conduct on-site face to face visual observation and count of all detainees at least once per shift;
- B. Visual observation of each detainee is achieved at least every thirty minutes;
- C. Specificity that any electronic surveillance equipment will be utilized in the least invasive manner possible. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- D. Procedures for the supervision of opposite sex detainees by agency staff. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- E. Detainees are prohibited from receiving packages or mail.
- F. Visitors are not allowed for detainees. Attorneys and clergy shall be permitted access to their clients at any hour. (*For additional see G.O. 416.00 Prisoner Conveyance and Holdover Facilities*).

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

MPCCF Reference 35.1, 35.2, 35.3, 35.4, 35.5, 35.6, 35.7, 35.8

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April 8, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Recording Crime Scene

Photographing Crime Scene

PHOTOGRAPHING/RECORDING OF CRIME SCENES**455.00 PURPOSE**

The purpose of this General Order is to establish guidelines authorizing photographing and recording of a crime scene by Crime Scene Technicians.

455.01 POLICY

It is the policy of this Department that the photographing and recording of a crime scene is assigned to a trained Crime Scene Technician with the approval of a supervisor. All photographs or recordings of value are submitted as evidence and not released outside the judicial system without the approval of the Chief of Police.

It is also the policy of this Police Department that all commissioned and civilian employees are prohibited from photographing, video or audio recording any crime scene, accident scene, training activity or official function unless done in an official capacity on behalf of the Chief of Police.

Commissioned and civilian employees are prohibited from releasing, distributing or posting on any cyber site, any photograph, audio or video recording obtained as part of an investigation without the consent from the Chief of Police.

For additional information see *G.O. 427.00 Crime Scene Investigation/ID Procedures*

By order of:

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

OFFICE OF THE ATTORNEY GENERAL
STATE OF TEXAS

My Commission Expires: _____
My Commission Expires: _____
My Commission Expires: _____

NOTARY PUBLIC STATE OF TEXAS

My Comm. Expires: _____
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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Abandoned Vehicles
Hold Orders, Towed Vehicles
Nuisance Vehicles
Towed Vehicles
Vehicle Lockouts

TOWING VEHICLES and VEHICLE LOCKOUTS

456.00 PURPOSE

The purpose of this General Order is to establish procedures for towing of vehicles from the public right of way and from private property as authorized by Missouri State Statute.

456.01 POLICY

An officer may remove or cause to be removed any vehicle from a street, highway, public or private property to the nearest garage or other place of safety, or to a garage designated or maintained by the City of Ferguson, under any of the below described circumstances, after obtaining approval of a supervisor and it is determined that there is no other way to safely remove the vehicle. For all requests of city's contracted towing agency, officers must complete a tow slip. All hold orders on autos must obtain Supervisor's approval and initials on the tow slip. All officers who place the hold orders are responsible for the release of hold orders after the investigation has been completed.

456.02 EMERGENCY TOWS

- A. If the parked vehicle is creating a traffic hazard and there is no person reasonably available to remove the vehicle.
- B. If the vehicle is creating a traffic hazard and the person in charge of the vehicle refuses to move the vehicle.
- C. If the vehicle is parked or left unattended on any bridge or viaduct or in any tunnel or underpass.
- D. If the vehicle is left unattended in any traffic lane, including the curb lane, in which parking is prohibited.
- E. If the vehicle is left unattended on a street in a snow route which would impede snow removal or road repair or construction as authorized by the City of Ferguson, St. Louis County or the State of Missouri.

- F. If the operator is arrested or injured and there is no other person reasonably available to take custody of the vehicle and there is no reasonably safe place to park the vehicle, the tow option rule will apply.
- G. To be held as evidence or forfeiture.
- H. When removal is necessary in the interest of public safety by reason of fire, flood, storm or other emergency.

456.03 PROCEDURE

- A. When there are no other extenuating circumstances which require a police incident report, the tow slip will serve as the police report. Therefore, if a vehicle is being towed only because it was illegally parked and blocking traffic the officer must obtain a complaint number and place same on the upper portion of the tow slip. All copies of the tow slip (except the tower's copy) will be forwarded to the communications operator (by the officer) to be entered into the computer as towed. The report will then be given to records for filing.
- B. When ever an illegally parked vehicle is towed the towing officer will issue a MUCS for a parking violation for the appropriate charge.
- C. It is the responsibility of the officer who towed the vehicle to attempt to ascertain the name, address and phone number of the owner of the vehicle and to notify them by phone of the location of their vehicle and the reason it was towed. The date, time and DSN of the officer making notification plus the name of the person notified will be recorded on the tow slip or in the police report if applicable.
- D. It is the towing officer's responsibility to complete FPD Form #98, OWNERS NOTIFICATION OF TOWED OR RECOVERED AUTO OR RECOVERED LICENSE PLATES, to be forwarded with the report to the record room. It is the responsibility of the Record Room clerk who processes the report to mail the form by registered mail (return receipt requested) to the address on the notification form. The return receipt, when returned to this department, will be attached to the tow report.
- E. In all cases when a vehicle is towed it is to be processed for theft and wanted, both by license and VIN number. It is the responsibility of the communications operator who enters the tow into the computer that the numbers correspond to the license and VIN information on the tow slip. A hard copy of the tow verification will be attached to the tow slip. The officer's copy of the tow slip will be forwarded to the records division office and placed in an active file.

456.04 NON-EMERGENCY TOWS

Notice to Abate

(Section 28-4 City of Ferguson Code)

Officers who observe or receive complaints of abandoned, derelict or illegally parked vehicles on public or private property which has been abandoned, derelict or illegally parked will complete a "Warning Notice" (public) or a "Notice of Abatement" (private)

A. Damaged or Disabled Vehicles

(Section 44-277 City of Ferguson Code)

- (a) Prohibited. It shall be unlawful for any person to encumber any street or sidewalk within the city by placing or parking, or causing to be placed or parked thereon, any vehicle for a period of time exceeding forty-eight (48) hours at any one (1) time.
- (b) Notice to remove vehicle. It shall be the duty of the chief of police, whenever he has knowledge or is informed that any vehicle is parked or placed in violation of this section, to forthwith give a written notice to the owner or driver of such vehicle, or, if he is not able to ascertain the name and whereabouts of such owner or driver, to place a written notice in a conspicuous place upon such vehicle, requiring that such vehicle be moved within a reasonable time, which time shall be specified in such notice and shall not exceed forty-eight (48) hours. Such notice may be served or placed upon or within such vehicle by the chief or police or any police officer, and a copy shall be kept by the officer serving the same, who shall make his written return thereon, setting out when and where served, on whom served and such officer shall subscribed his name thereto. It shall be unlawful for the owner or driver thereof to fail to remove any such vehicle within the time specified in such notice.

B Parking not to Obstruct Traffic

(Section 44-257 City of Ferguson Code)

No person shall park any vehicle upon a street, other than an alley, in such a manner or under such conditions as to leave available less than ten (10) feet of the width of the roadway for free movement of vehicular traffic.

C. Inoperable Vehicles on Property

(Section 44-281 City of Ferguson Code)

No owner, tenant, occupant, lessee or person who is charged with control of any property within the city shall allow to remain on such property for longer than ten (10) days any motor vehicle which cannot be driven upon the public streets because it does not have a valid current license plate as required by Chapter 301 of the Revised Statutes of Missouri (Registration and Licensing of Vehicles) and/or Chapter 307 of the Revised Statutes of Missouri (Vehicle Equipment Regulations). Provide, however, this section shall not apply:

- 1) Any vehicle in an enclosed building, or on the property of an business enterprise operated for the purpose of selling, repairing, storing or renting motor vehicles:

- D. Nuisance Vehicle (Section 28-2 City of Ferguson Code)

E. Recurring Creation or Maintenance of Nuisance (Section 28-5 City of Ferguson Code)

F. Procedure upon Neglect of Notice (Section 28-6 City of Ferguson Code)

4

G. Summary Abatement

(Section 28-7 City of Ferguson Code)

The city may prevent, abate or remove all nuisances on public or private property in a summary manner. Summary removal or abatement by the city shall occur only where an existing nuisance creates an emergency whereby reasonable persons would not differ upon the necessity of immediate removal or abatement thereof for reasons of health, safety, morals or general welfare of the inhabitants of the city.

456.05 OFFICER RESPONSIBILITY

- A. Officers are reminded that whenever they tow a vehicle they are to do an inventory search of the vehicle and any container within the vehicle. Any valuables found in the vehicle are to be brought to the station and held awaiting an owner. Valuables are defined for the purpose of this procedure as items having obvious monetary or material value. Examples of such items are: cash, wallets, purses, jewelry, electronic equipment, camera equipment and firearms. If the officer inventorying the vehicle is unsure as to whether an item should be seized, a supervisor should be contacted for direction. In those cases where property is brought to the station an Evidence Receipt will be prepared listing the property held and its disposition.
- B. Whenever a vehicle is towed for any reason other than being illegally parked (i.e. involved in auto accident, as the result of an arrest, or held for evidence, etc.), the officer will include in the police report the information concerning the tow. The complaint number of the police report will also be put on the tow slip, it is important in either case that the officer indicate on the tow slip the reason the vehicle was towed.
- C. Whenever a release form is prepared and given to the owner of the vehicle to claim their vehicle, a copy of this form is to be maintained by the records division. It is the responsibilities of the records clerks to have the communications operator remove the vehicles that have been claimed from the active file. The communications operator will then attach the release form (Cancellation Teletype) to the tow slip form and return these items to the records division for placement in an inactive file.

456.06 PLACING HOLD ORDERS ON TOWED VEHICLES

- A. The placing of a hold order on a vehicle will be permitted for **evidentiary** or **forfeiture** purposes only.
- B. No officer will place a "hold" order on a vehicle unless he has first obtained verbal permission from the on-duty or detective supervisor. Officers who do obtain permission will write "Hold" on the bottom of the tow form. This officer will likewise put the name of the authorizing supervisor in the narrative portion of his original police report.

- C. **Under no circumstances will a hold order that is placed on a vehicle extend beyond 5 days unless authorized officially by a prosecuting attorney or other qualified governmental official:**
1. If an officer has a "hold" order on a vehicle that he intends to retain as evidence, he must get verbal authorization from the prosecuting attorney's office. If he does not get permission within this 5-day time limit, he must lift the "hold" order and notify the owner of the vehicle.
 2. If an officer intends to seize the vehicle as forfeiture, he must actually file the required paperwork within three days of the seizure.
- D. After 5 days, whether the vehicle is being held as evidence or forfeiture, the officer will complete a supplement report. In this report he will indicate the disposition of the vehicle. If it is to be held further, he will place the name of the prosecuting attorney or other authorizing government official (**This information is mandatory when a vehicle is to be kept longer than 5 days**)
- E. If the "hold" order is to be lifted at this time, the officer will complete a supplement report stating that the "hold" order has been lifted. He will indicate in the supplement the date, time and who he spoke with regarding the releasing of the "hold" order.
- F. In summary, the officer who requests that a "hold" order be placed on a vehicle, must first get permission and then document this in his report. At the end of 5 days, the officer must complete a supplement report advising the disposition of the vehicle; either the "hold" order is lifted, or advising the name of the prosecutor who wants it to be held for a longer period, as evidence for forfeiture.

456.07 VEHICLE LOCK OUTS

When an officer is asked to open a locked motor vehicle, the officer must complete the *Ferguson Liability Release Form 025* and have it signed by the person requesting the service. There is one authorized type of vehicle lock release tool that is available for use by officers:

The SLIM JIM ®
(used to release the lock from the interior-door lock mechanism)

An officer may ONLY open a locked motor vehicle with the SLIM JIM ® when the following conditions are met:

1. **the vehicle is locked** and the engine is running and/or
3. **a child or animal is locked in the vehicle.**

If these conditions are met the Ferguson Fire Department should be summoned as they are equipped with additional tools to gain entry into the vehicle.

If these conditions are not met, the officer may hand the vehicle lock out tool to the person requesting the service and allow that person to attempt entry into the vehicle.

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is written in a cursive style with a large, stylized "C" at the beginning.

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel



March 24, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**Street Department Call Out

STREET DEPARTMENT CALL OUT**457.00 PURPOSE**

The purpose of this General Order is to establish procedures to call out the Missouri State Highway Department, the St. Louis County Highway Department or the City of Ferguson Public Works Department for hazardous road conditions or other emergency situations.

457.01 PROCEDURE

- A. The decision on who to notify for hazardous road conditions such as snow, ice, debris in the roadway, potholes, etc. is normally determined by whether that particular roadway is a state, county or municipal maintained street. Once that has been determined, the appropriate contact numbers are as follows:

Missouri State Highway Department (for state maintained highways)
(314) 340-4100

St. Louis County Highway Department (for county maintained roadways)
(314) 615-1111

City of Ferguson Public Works Department –Maintenance Division (for city maintained streets)
(314) 521-8373

- B. The City of Ferguson Public Works Department – Maintenance Division may be requested to respond to the scene of a hazardous road condition on a county or state maintained roadway in emergency situations where immediate action is necessary and the response from the State or County Highway Departments may be delayed.
- C. The Public Works Emergency contact can be reached by cell phone and/or Nextel Direct Connect. The cell phone number is (314) 280-7455 and the Nextel Direct Connect number is 140*40*10933.
- D. The Police Supervisor on duty that carries the Nextel cell phone can also contact the on call Public Works Employee using the Nextel Direct Connect capability.

March 24, 2011

- E. If the Public Works Emergency contact cannot be reached, contact the Municipal Services Manager at (314) 280-7924, or the Mechanic Supervisor at (314) 280-7963 or the Director of Public Works at (314) 280-7444.

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is fluid and cursive, with the first name "Colonel" written in a smaller, more compact script than the last name "Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

March 10, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Deceased Persons, Press Release

News Media

Photographs, Release of

Press Releases

NEWS MEDIA / PRESS RELATIONS**458.00 PURPOSE**

The purpose of this General Order is to establish procedures for police department employees to requests for information from members of the news media. Officers must understand the importance of maintaining an open and positive relationship with the news media. This includes both single incident news releases and periodic crime pattern releases.

458.01 POLICY

A police officer, with approval from a supervisor, will respond as soon as practical to news media requests for those types of information which are permissible to be released under this General Order, when the officer has direct knowledge of the information requested. When asked for information beyond his range of knowledge, the officer should state this fact and refer the inquirer to a knowledgeable source.

458.02 PROCEDURE

A. The information that may be released to the news media prior to arrest, issuance of an arrest warrant, or the filing of any information or indictment, includes:

-
1. Facts relating to crimes.
 2. Investigative procedures and general scope of the investigation.

B. Prior to arrest, issuance of an arrest warrant, or the filing of any information of indictment, information of the specific identity of the victim(s) and suspect(s) shall not be released to the news media unless it is necessary to aid in the investigation, to assist in the apprehension or to warn the public of any dangers.

C. Information that is permitted to be released to the news media at the time of arrest (warrants issued) or charging of any juvenile or adult includes:

1. The accused adult's name, address, age and occupation. A juvenile's name may be released on approval of the court or when the juvenile is being tried as an adult. There shall be no restraint on biographical facts other than the Juvenile Law, good taste, and judgment.
2. The facts of the arrest and circumstances immediately surrounding it, including time and location; resistance, if any; pursuit; and the use or possession of weapons.
3. The identity of arresting and investigating officers and the length of Investigation, if it does not compromise an undercover operation.
4. The seizure and general description of any physical evidence.
5. A brief description of the offense.
6. The scheduling or result of any stage in the adult judicial process.
7. A request for assistance in obtaining evidence.

D. Information that shall NOT be released to the news media includes:

1. Statements about the character or reputations of the accused. (Court records of all adult convictions are public information, however).
2. The existence of contents of any confession, admission, or statement given by the accused or his refusal or failure to make any statement.
3. The performance on any given test by the accused, or refusal or failure to submit to an examination or test.
4. The possibility of a plea of guilty to the offense charged or to a lesser offense.
5. Any opinion as to the accused's guilt or innocence, the merits of the case, or the merits of evidence.
6. The home address of witnesses, or of arresting or investigating officers, or any photographs of the above without their individual consent and approval of the Chief of Police.

458.03 PRISONERS

Release of arrest information and information from police files will conform to General Orders and current provisions of the Missouri Sunshine Law.

A. Photographs of Prisoners

1. No member shall deliberately pose any person in custody for photographing or televising by any news media representative.
2. No member shall interfere with a news photographer's taking photos of the arrest, booking or transporting of any suspect in custody so long as the photographer remains in a hallway or area open to, and used by the public.
3. Mug shots of arrested persons shall normally not be released, unless approved by the Chief of Police.

B. Prisoner Interviews

A member shall not permit any person in custody to be interviewed by the news media unless the accused requests or consents to an interview in writing after being adequately informed of his right to consult with an attorney and his right to refuse to grant an interview. When the accused has secured the services of or has been appointed an attorney, any request by the news media to interview or photograph shall be referred to his attorney.

458.04 DECEASED PERSONS

The identity of any deceased person will normally be withheld from the news media until the next of kin or at least one close adult relative has been notified. Exceptions to this procedure may include situations in which:

- A. There is no known next of kin.
- B. More than 12 hours have passed since the death.
- C. The news media member agrees to withhold publishing, broadcasting or otherwise disseminating the deceased's identity until obtaining confirmation that the next of kin has been notified.

458.05 NON-CRIME NEWS

Non-crime news is information about operations and services which do not relate to violations of the City of Ferguson criminal ordinances or the criminal laws of the State of Missouri may be released to the news media.

March 10, 2011

- A. A command officer has the authority, as well as the responsibility to respond directly to legitimate news media inquiries on non-crime news and ongoing operations of his command of which he has direct personal knowledge.
- B. A decision to withhold information requested by the news media must be approved by the Chief of Police.
- C. When questions of personal opinion are raised, command officers are expected to exercise good judgment.

458.06 COMMAND RESPONSIBILITY

- A. The ranking officer at a crime or accident scene will, as soon as practical, respond to media requests for information. In general, media requests at fire scenes will be referred to fire department personnel unless the incident is deemed to be suspicious or criminal in nature. In that case, it would then be handled as a crime scene. Any requests for investigative information not known or supplied at the scene will be supplied by the investigator. News media representatives who are having difficulty locating a member with knowledge about a specific question should be referred to the Chief of Police. If the Chief is not available then the referral should be made to a Captain or on-duty Watch Commander.
- B. In any planned police operation which is likely to attract news media attention, the following procedure will be used:
 - 1. The ranking officer shall designate one member, or himself, to act as liaison with any news media reporters who arrive before, during or after the operation.
 - 2. When time permits, part of the advance plan of operation should include the prior selection of a location which will permit the media to be as close as safely possible to the operation without hindering it.
- C. Nothing in the preceding paragraphs shall prohibit members of this department from securing a crime or incident scene as a matter of public safety, or to preserve the scene for evidence gathering. News media may be excluded from the scene as are other unauthorized persons; however, media personnel will not be barred from filming or photographing a scene as long as this activity is outside the secure zone and they do not interfere with the conduct of the investigation, or other police operations. If practical, the ranking officer at a crime or incident scene may give media members guided access to the scene, except when the incident is on private property and the owner requests the media to leave.
- D. When time permits, a printed PRESS RELEASE shall be prepared by the commander, supervisor or chief investigating officer containing information to be

March 10, 2011

released. This press release shall be approved by the Chief or Captain of Police. When approved, a copy will be left at dispatch to be read to inquiries.

458.07 ONGOING CRIMINAL INVESTIGATIONS

When there is a concern that the release of information could jeopardize an ongoing criminal investigation, media inquiries should be referred to either the Commander or Supervisor of the Bureau of Investigations.

458.08 EXCEPTIONS

The Chief of Police may authorize exceptions to the policies and procedures outlined in this section in unusual or unanticipated situations.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Awards
Distinguished Service Medal
Form 012, Award Nomination
Letter of Commendation
Letter of Excellence
Meritorious Service Medal
US Flag Breast Bar

PERFORMANCE AWARDS

459.00 PURPOSE

The purpose of this General Order is to establish procedures, explain those standards necessary for a member of this Department to be eligible for an award, and to list and explain the necessary administrative steps that are to be followed in recommending an employee

459.01 POLICY

Members of the Department, commissioned or civilian, may be recognized with awards for performances above and beyond that normally expected in the routine performance of their duties.

459.02 AWARDS

Department awards are listed below in the order of their degree of recognition with the highest listed first.

- A. The Distinguished Service Medal for Valor may be awarded by the Chief of Police to a sworn member of the police force who, in the line of duty, performs an act of outstanding bravery at the risk of imminent personal danger to his life. The award will be evidenced by a gold medal and accompanying appropriate certificate. This award may be posthumously awarded.
- B. The Meritorious Service Medal may be awarded by the Chief to a sworn member of the police force who distinguishes himself in the face of personal danger or distinguishes himself by meritorious service during a specific period or achievement and in doing so brings credit to the Police Department by a highly credible or unusual act in performance of police duty. This award will be evidenced by a silver medal and accompanying appropriate certificate.
- C. The Letter of Commendation may be awarded by the Chief of Police to any member of the department, commissioned or civilian, for an act of intelligent and valuable police service, demonstrating special faithfulness or perseverance, including an

December 21, 2011

especially important arrest accomplished through highly intelligent police performance. A breast bar will evidence this award for commissioned members and accompanying appropriate certificate for commissioned and civilian members.

- D. The Letter of Excellence may be awarded by the Chief of Police, a division or Bureau commander, commissioned or civilian, to any member of the department, commissioned or civilian, for performance of duty that demonstrates intelligent and valuable police performance of community service, faithfulness, perseverance, unselfishness, initiative or job performance that does not meet the criteria for a Department Letter of Commendation. An appropriate certificate will evidence this award.
- E. Breast Bars are to be worn on the uniform shirts (or jackets), centered, and directly below the left top breast pocket seam. Only one award to each qualifying member will be made for the same act or achievement. Multiple award bars will be worn with the higher designated award bar to the top left.
- F. US National Flag Breast Bar – In recognition of the events of September 11, 2001 all officers may wear a department approved US flag breast bar on the right pocket flap of the Department uniform. The US flag bar will be worn with the blue field to the viewers left. The US flag bar will be worn centered on the pocket flap and below the officer's nametag.
- G. Awards issued by other agencies and governing bodies such as the Medal of Valor or Medal of Honor may be worn with the permission of the Chief of Police. They should be worn in accordance with this policy and in the appropriate order of precedence.

459.03 INITIATION OF AWARDS

- A. Commanding officers or supervisors may recommend members under their command for an award following the procedures outlined in this section. All award recommendations will be made by submitting FPD form 012, and will contain a summary of events and qualifications for such awards. Such recommendations will apply to all awards.
- B. Commanding Officers and supervisors will carefully investigate all cases within their commands which may qualify an employee for one of the department awards. When more than one person is mentioned, commanding officers or supervisors will differentiate the part each person played, qualifying them for the award. Within thirty (30) days after the incident, a written description of the act, along with supporting documents for which the award is recommended, must be submitted to the Chief of Police. A copy of the complete recommendation will also be given to each department member recommended for an award.

December 21, 2011

- C. Recommendations for awards in writing may be made to a commander of a unit by any of its members or other concerned people who may have witnessed or have knowledge of an incident whereby they believe that some member of that unit is deserving of an award. The recommendation must be forwarded to the Chief of Police with an approval or disapproval.

459.04 PRESENTATION

Department Awards will be presented at appropriate ceremonies determined by the Chief of Police. Copies of all awards will be maintained in the department member's personnel file.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

Attachments

FPD Award Nomination Form 012

Submitted By _____
(Supervisors Name)

Officer Nominated _____ DSN _____

Date of Occurrence _____

Type of Incident _____ CN _____

___ Distinguished Service	___ Meritorious Service
___ Letter of Commendation	___ Award of Excellence

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**FERGUSON POLICE DEPARTMENT
AWARD NOMINATION FORM**

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Consular Notification

Foreign Nationals

CONSULAR NOTIFICATION AND ACCESS FOR FOREIGN NATIONALS

460.00 POLICY

It is the policy of the Ferguson Police Department to comply with all United States treaty obligations on consular notification and access and the purpose of this general order is to establish guidelines for police to follow that meet U.S. the requirements.

460.01 DEFINITIONS

- A. Arrest or Detention: Any arrest, detention, or other commitment to custody which results in a foreign national being incarcerated for more than a few hours triggers consular notification requirements. A brief traffic stop or an arrest resulting in a citation for a misdemeanor and release at the scene does not trigger such requirements. On the other hand, requiring a foreign national to accompany a law enforcement officer to a place of detention may trigger the consular notification requirements, particularly if the detention lasts for a number of hours or overnight. The longer a detention continues, the more likely it is that consular notification requirements are triggered.
- B. Foreign National: Any person who is not a U.S. citizen; same as "alien". Aliens who are lawful permanent residents in United States and who have a resident alien registration card ("green card") are foreign nationals. So are undocumented or "illegal" aliens.
- C. Consular Officer or Consul: A foreign official authorized by the Department of State to provide assistance to the foreign government's citizens in the United States. Different from "counsel", which is an attorney authorized to provide legal advice. Consuls are not authorized to practice law.
- D. Diplomat: A foreign official at the country's embassy in Washington, D.C. assigned to represent the country. Diplomats may also perform consular functions, and should be treated the same as a consular officer.
- E. "Mandatory" notification: Consular notification procedures that apply when you arrest or detain a foreign national from any of the 57 countries that have agreed to special rules with the United States. For such a foreign national, you must notify the consular officer regardless of whether the national requestor wants you to do so. The

“mandatory”: list of these 57 countries is at www.travel.state.gov/consularnotification.

- F. “Upon Request” notification: Consular notification procedures that apply when you arrest or detain a foreign national from any country not on the “mandatory” list of 57 countries.

460.02 CONSULAR NOTIFICATION PROCEDURES

- A. Obligation triggered at time of booking. The notification process will begin at the time the arrested foreign national is booked into the detention facility. The booking officer who processed the foreign national is responsible for implementing the notification process. The booking officer shall notify the on duty supervisor.
- B. Determine the foreign national’s country. In the absence of other information, assume this is the country on whose passport the foreign national travels. Absent citizenship documentation or other evidence to the contrary, accept the foreign national’s own statement as to his or her nationality.
- C. Determine whether or not this country is a mandatory notification (“list”) country. If the foreign national’s country is not on the list of “mandatory notification” countries, he or she is from an “upon request” country.

1. For foreign nationals whose country is on the list of mandatory notification countries:

a. Notify the nearest consulate of the foreign national’s country via fax immediately or as soon as reasonably possible, and in no case longer than the end of the booking shift. Notify the consulate even if the foreign national does not want notification. Contact information for consulates is at www.travel.state.gov/consularnotification.

b. Never tell the consular officer that the foreign national has requested asylum. If the consular officer insists on information the foreign national does not want disclosed, contact your supervisor or the Department of State at (202) 647-4415.

c. Inform the foreign national that you notified his or her consulate. You may use the sample statement, available in several languages, at www.travel.state.gov/consularnotification.

d. Make a note of the completed notification in the case file and keep the fax and fax confirmation sheet.

2. For foreign nationals whose country is not on the list of mandatory notification countries:

- a. As soon after the arrest as reasonably possible but no later than booking, inform the foreign national that he or she may have his or her consular officers notified of the arrest or detention. You may use the sample statement, available in several languages, at www.travel.state.gov/consularnotification.
- b. Make a note of the foreign national's decision in the case file.
- c. If the foreign national requests notification, notify the nearest consulate of the foreign national's country as soon as reasonably possible but no later than 72 hours after arrest. Contact information for consulates is at www.travel.state.gov/consularnotification.
- d. Never tell the consular officer that the foreign national has requested asylum. If the consular officer insists on information the foreign national does not want disclosed, contact your supervisor or the Department of State at (202) 647-4415.
- e. Make a note of the completed notification in the case file and keep the fax and fax confirmation sheet.

460.03 CONSULAR OFFICER PRIVILEGES AND ACCESS

- A. Give consular officers and diplomats visiting a detained foreign national the same access privileges as attorneys visiting a client. Consular officers and diplomats are required to adhere to the same visitation guidelines, rules, and regulations as attorneys.
- B. Consular officers and diplomats must have proper identification to gain facility access. They should be carrying identification cards issued by the Department of State. If you have reason to doubt the authenticity of the identification card, call the Department at (202) 647-1985 or after hours at (571) 345-3146 or (866) 217-2089.

460.04 DOCUMENTATION AND RECORDKEEPING

- A. Document the consular notification and/or offer of notification in the in-house computer system with all particulars concerning the notification adhering to this general order.
- B. Make the consular notification by fax if possible, and by telephone if not. Place a copy of the fax and fax confirmation receipt in the foreign national's file. You may use the sample fax sheet available at www.travel.state.gov/consularnotification.

January 5, 2012

- C. If notification must be made by telephone, note the name and location of the consulate notified, the name of the person to whom you gave the information, and the date and time of notification. Make an audio recording of the telephone call if possible and preserve it.
- D. For foreign nationals from "upon request" countries, make a notation that you told the national that he or she may have the consulate notified, and note the national's response. Indicate the date and time of your offer and the national's response. You may use the sample statement at www.travel.state.gov/consularnotification.
- E. For foreign nationals from mandatory notification ("list") countries, make a notation that you told the national that you notified the consulate. You may use the sample statement at www.travel.state.gov/consularnotification.
- F. Print the note screen and include it in the paperwork for the foreign national's records file.
- G. The supervisor will be responsible for ensuring the proper notations are made in the record.

460.05 DEATH, SERIOUS INJURY, OR SERIOUS ILLNESS OF A FOREIGN NATIONAL

- A. The Ferguson Police Department will be subject to the guidelines outlined in this general order.
- B. In addition to the above procedures, when a foreign national dies, is seriously injured or becomes seriously ill, notify the nearest consulate of his or her country immediately or as soon as reasonably possible. Make such notification by fax if possible, and by telephone if not. You may use the sample fax sheet available at www.travel.state.gov/consularnotification.
- C. Document this notification in the incident report, and place a copy of the fax and the fax confirmation receipt in the foreign national file.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

March 29, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Evidence, Liquor Law Violations

Hours of Operation, Liquor

Juvenile, Liquor Laws

Liquor License Violations

LIQUOR LICENSE VIOLATIONS

461.00 PURPOSE

The purpose of this General Order is to establish procedures for enforcement of the statutes and ordinances covering the licensing, hours of sale, packaging, purchasing, transporting, possession, consumption, sale and evidence procedures concerning liquor.

461.01 LICENSING

- A. Required: It is unlawful for any person to sell, or expose for sale in this City, intoxicating liquor, without first obtaining a liquor license from the City of Ferguson, St. Louis County, and the State of Missouri. All licenses must be prominently displayed in the place for which the license was issued. (No liquor license is needed for a druggist to prescribe intoxication liquor).
- B. A separate license is needed (4-29) for each class of liquor license that applies to the business:
1. Original package, not to be consumed on the premises where sold.
 2. *Intoxicating Liquor* shall mean alcohol for beverage purposes, alcoholic, spirituous, vinous, fermented, malt or other liquors or combinations of liquor, a part of which is spirituous, vinous or fermented, and all preparations or mixtures for beverage purposes, containing in excess of three and two-tenths (3.2) percent of alcohol by weight.
 3. *Malt liquor* shall mean any liquor containing alcohol in excess of three and two-tenths (3.2) percent by weight and not in excess of five (5) percent by weight, manufactured from pure hops or pure extraction of hops or pure barley malt or wholesome grain or cereals and wholesome yeast or pure water.
 4. *Nonintoxicating beer* shall be construed to refer to and to mean any beer manufactured from pure hops or pure extract of hops, pure barley malt or other wholesome grains or cereals and wholesome yeast, and pure water, and

free from all harmful substances, preservatives and adulterants, and having an alcoholic content of more than one-half of one percent by volume and not exceeding three and two-tenths (3.2) percent by weight.

5. Light wines shall mean a beverage containing not in excess of fourteen (14) percent of alcohol by weight, made exclusively from grapes, berries and other fruits and vegetables.

461.02 HOURS OF SALE; GENERALLY

Ferguson Municipal Code Section 4-2

(a) No person having a license under this chapter nor any employee of any such person shall sell, give away or otherwise dispose of, or suffer the same to be done upon or about his premises, any intoxicating liquor or nonintoxicating beer in any quantity between the hours of 1:30 a.m. and 6:00 a.m. on weekdays and between the hours of 1:30 a.m. Sunday and 6:00 a.m. Monday, except as provided in sections 4-4, 4-5, 4-55 and 4-70.

(b) If the person has a license to sell intoxicating liquor by the drink or nonintoxicating beer for on-premises consumption, his premises shall be and remain a closed place between the hours of 1:30 a.m. and 6:00 a.m. on weekdays and between the hours of 1:30 a.m. Sunday and 6:00 a.m. Monday.

(c) Nothing in this section shall be construed to prohibit the sale or delivery of any intoxicating liquor or nonintoxicating beer during any of the hours or on any of the days specified in this section or section 4-3, by a wholesaler licensed under the provisions of this chapter to a person licensed to sell the intoxicating liquor or nonintoxicating beer at retail.

461.03 SALE ON SUNDAYS

Notwithstanding any other provisions of this chapter to the contrary, any person possessing the qualifications and meeting the requirements of this chapter, who is licensed to sell intoxicating liquor in the original package for off-premises consumption as authorized by this chapter, may apply to the council for a special license to sell intoxicating liquor in the original package for off-premises consumption between the hours of 9:00 a.m. and midnight on Sundays.

461.04 VIOLATIONS OF LIQUOR LICENSES

All violations are to be sent to Ferguson City Court if covered by City Ordinance unless extenuating circumstances exist (such as several other related charges which must go to the State Court: 1st degree assault, etc.).

- A. Sale of liquor without a liquor license. (Ordinance 4-26, RSMO 311.050).
- B. Sale of liquor after hours: see Section 461.02 above for times of legal sale. (Ordinance 4-2, RSMO 311.290).
- C. Sale in original package of less than one-half (1/2) pint. (Ordinance 4-29).
- D. Sale or supplying of liquor to drunkards or intoxicated persons. (Ordinance 4-7, RSMO 311.310).
- E. Sale or supplying of liquor. (Ordinance 4-7, RSMO 311.310). (Misrepresentation of age by minor is covered in RSMO 311.310, but it is not a liquor license violation. Possession of liquor by a minor is covered in RSMO 311.325).
- F. Prohibited Conduct on Premises. (Ordinance 4-37).
- G. Keeping intoxicating liquor other than authorized by license. (RSMO 311.330).
- H. Failure to keep liquor license posted in conspicuous place. (Ordinance 4-33).
- I. Mixing liquor with drugs, any form of methyl alcohol, or impure form of alcohol. (RSMO 311.340).
- J. Retail liquor license holder purchasing liquor from other than duly licensed wholesale liquor dealer in this State. (RSMO 311.280).
- K. Window display of intoxication liquor, or any package, bottle or container bearing the label or brand of any intoxication liquor. (RSMO 311.350).
- L. Misrepresentation of brand of liquor. (RSMO 311.360).
- M. Sale of unlabeled liquor. (RSMO 311.600).
- N. Possession of illegal or untaxed liquor. (RSMO 311.580, also see Section 461.05 for Federal violation).

461.05 POLICE REPORT, EVIDENCE AND WARRANT APPLICATION

- A. Liquor license violation reports will be written using the department C.A.R.E. report system and will include the following:

March 29, 2011

1. Complete pedigree of all persons arrested; the appropriate Personal Descriptor in C.A.R.E. will be completed.
2. Evidence seized, location where seized, and evidence log number.
3. Disposition of scene.
4. General description of premises.
5. Federal, State, County, and City liquor license numbers and their expiration dates.
6. Names, addresses, and phone numbers of any witnesses.

NOTE: A copy of all liquor license violation reports will be forwarded to the office of the Chief of Police.

B. Evidence procedures in cases where liquor is seized.

1. In all cases where an immediate lab test is needed, all four (4) copies of the chain of custody evidence receipt will be kept with the evidence until delivered to the police lab. If a copy is needed to attach to the police report, a photocopy should be made.
2. If liquor is in drinking glass or open container, photograph the container and seize small sample in evidence container. The sample will be marked and packaged as evidence turned over to the Evidence Officer for transportation to the police lab.
3. If liquor is in original unopened package or container, seize only one container.
4. In case of juvenile in possession of liquor, a sample should be seized and packaged per above instructions. The remainder of the liquor should be seized, conveyed to the station and held awaiting owner. It can be turned over to the juvenile's parent or guardian upon their signing a property release describing the liquor to be released.

C. Warrant or summons procedures:

1. A warrant should be applied for in all cases where the officer did not observe the violation.
 - a. Ferguson City Court.

March 29, 2011

- 1) A completed report should be forwarded to the City Prosecutor for all city cases.
 - 2) Evidence should not be sent to the lab unless the suspect pleads not guilty on his first court appearance.
 - a) A subpoena will be issued to the arresting officer with the new court date after a not guilty plea.
 - b) Upon receiving the subpoena, the officer will immediately notify the Evidence Officer to take the liquor sample to the lab.
 - c) The arresting officer should obtain the lab results from the Evidence Officer prior to the court date, and have it in his possession for court.
- b. State Court
- 1) Evidence should be taken to lab by the arresting officer for a preliminary examination prior to applying for a warrant. All four (4) copies of the chain of custody evidence receipt will be attached to the evidence.
 - 2) Two copies, of the completed report, for each defendant, and the results of the preliminary evidence examination should be taken to the Warrant Office when applying for warrants.
- c. Juvenile Court:
- 1) Minors, seventeen (17) to twenty-one (21) should be treated as adults and sent to City or State Court as per above directions.
 - 2) ~~Juveniles less than seventeen (17) years of age should be referred to Juvenile Court with the Juvenile C.A.R.E. completed.~~
 - 3) Evidence should not be taken to the lab until so notified by the Juvenile Court.
2. A summons should be issued to the liquor license holder or his agent (bartender, waitress, etc.) if the officer witnesses a City Ordinance Liquor Law Violation. The court date should be left blank and the recipient advised that they will be notified by mail of their court date.

461.06 INTERNAL REVENUE LIQUOR LAW VIOLATIONS

March 29, 2011

- A. Ownership or possession of any of the following is a federal violation.
1. Unregistered stills or distilleries.
 2. Non-tax-paid distilled spirits (moonshine whiskey).
 3. Fermented mash (usually a grain, sugar, water, and yeast mixture on illicit premises).
 4. Raw materials, such as sugar, yeast, and grain, intended for the use in the manufacture of non-tax-paid spirits.
 5. Containers (barrels, kegs, cans, jugs, jars, bottles, etc.) intended for use in packaging non-tax-paid spirits.
 6. Vehicles transporting non-tax-paid spirits or raw materials and property intended for use in the illicit manufacture of spirits are subject to seizure and forfeiture to the Federal Government.
- B. Procedure:
1. Usually, those violations under the jurisdiction of the Bureau of Alcohol, Tobacco and Firearms result from the investigation of a person under arrest for a State Law or City Ordinance violation.
 - a. The arrested subject will be booked on the appropriate State charge or City Ordinance violation according to present departmental procedures.
 - b. Additionally, the Bureau of Alcohol, Tobacco, and Firearms will be notified immediately, day or night, of any violation or suspected violation of Federal Liquor Laws. During the daytime, officers will contact

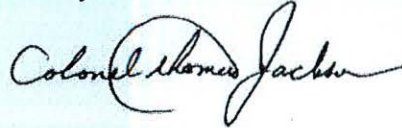
**Bureau of Alcohol, Tobacco and Firearms
1222 Spruce St. St. Louis, Missouri 63103-2250
Room 6 205
Phone 314 269-2250**

Ask for any Special Agent on duty. After 4:30 p.m., the phone will be answered by an answering service that will give the telephone number of the Duty Officer assigned that night.

March 29, 2011

- c. Should there be no request from the agent for an additional Federal criminal charge; the subject will not be booked on any Federal charge. The name of the notified agent will be included in the police report.

By order of:

A handwritten signature in cursive script, reading "Colonel Thomas Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

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March 14, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Found Plates

License Plates

Recovered License Plates

LOST OR STOLEN LICENSE PLATES**462.00 PURPOSE**

The purpose of this General Order is to establish procedures to be followed when handling an assignment for a Lost or Stolen License Plate.

462.01 STOLEN LICENSE PLATES

- A. When an officer receives an assignment for a "Lost or Stolen License Plate" it must first be determined if in fact the plate has been stolen. Once it has been established that a stealing is involved, the officer will prepare an Incident Report in the department C.A.R.E. system for a Stealing Under \$500.00.
 - B. To submit the plates (and tab numbers) in the computer system for a "wanted" the officer will first need to obtain permission from the supervisor. The officer will then submit a report page from C.A.R.E. describing the plates (and tab numbers) and the reason for their entry. After their entry the dispatcher will submit the teletype to the (NCIC/MULES/REJIS) tracking system file and dispose of the C.A.R.E. page. The officer will amend his report with the reference numbers of the plates and tabs entered into the computer and the date, time and communications operator who made the entry.
 - C. The license plate and renewal sticker will be listed separately in the Property Codes section of the C.A.R.E. report and their respective identification numbers and monetary value indicated.
-

NOTE: In order to meet the criteria needed to be classified as a Stealing, one or more of the following must be present:

- 1. There is evidence at the scene or on the vehicle to indicate that the plate had been stolen, i.e. special tools were required to remove the plate, bolts or screws left at the scene, etc.
- 2. The vehicle had not been moved between the time the reporting party had last observed the plate on the vehicle and the time it was observed to be missing.
- 3. A suspect was observed by the victim or witnesses to be removing the plate or having the plate in possession.

462.03 LOST LICENSE PLATES

- A. When it has been determined that a license plate has been lost, the officer will prepare an Incident Report in the C.A.R.E. system except it will be classified as a "Lost Article".
- B. The procedure for entering the license plate and tab number will remain the same, except they will be considered lost or stolen. Upon completion of teletype entry, the officer will enter the appropriate reference number on the completed incident report. (462.01 B)

NOTE: When an officer receives an assignment for a Lost or Stolen License Plate(s) the report must be classified as either a Stealing Under \$500.00 or Lost Article (License Plate).

462.04 RECOVERED LICENSE PLATES

- A. When an officer recovers a plate or a plate has been turned into this Department that has previously been reported stolen or lost, a Supplemental Report will be prepared indicating the circumstances of the recovery. If a plate is recovered by another agency a supplement report will also be prepared in C.A.R.E. indicating the facts of the recovery.
- B. The officer preparing the Supplement Report will request cancellation of the teletype entry of the theft or loss. The canceled reference number will be indicated in the Supplement Report along with the date, time and communications operator who completed the cancellation.
- C. The reporting officer will attempt to notify the owner of the license plate(s), documenting the results in his supplement report.
- D. ~~The reporting officer will deliver the found or recovered license plate(s) to the evidence officer indicating whether to hold for the owner or deliver to the Department of Revenue.~~
- E. When an officer recovers a plate or a plate has been turned into this Department that is just **found**, a "Miscellaneous Article" report should be written. The officer should attempt contact with the owner and the plate should be turned into the evidence officer either hold for the owner or delivery to the Department of Revenue.

March 14, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Labor Disputes

Picketing

Strikes

MANAGEMENT / LABOR DISPUTES**463.00 PURPOSE**

The purpose of this General Order is to establish procedures for response to labor disputes.

463.01 POLICY

In labor disputes, the only function of the Ferguson Police department is the preservation and peace and order and the protection of life and property. The Ferguson Police Department will carry out this function in a completely impartial manner and will not become involved in any of the issues between the employer and the employees.

When a strike is conducted in such a manner that does not disturb the peace or endanger public safety, and is not carried out by unlawful means, it will be deemed lawful unless contrary advice is received from a competent authority.

Members of the Ferguson Police Department will not interfere with strikers peacefully picketing the vicinity of a strike. Picketing strikers will not be allowed to interfere with the right of peaceful entrance and exit to and from buildings nor will they be allowed to obstruct the public thoroughfares.

- A. When necessary to issue orders to citizens, these orders will be given in a courteous manner.
- ~~B. No parties in the dispute may use language or manner of address which may provoke violence.~~
- C. The rights of striking employees to conduct orderly picketing will be fully protected in accordance with the circumstances and conditions existing at the location.
- D. Striking employees will be allowed to picket, however, if a court order is issued, the court order will be enforced according to the dictates of that order.

463.02 POLICE PROCEDURE

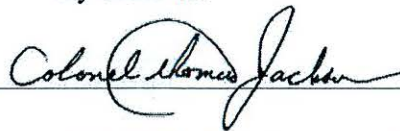
- A. Whenever a police officer is made aware of an actual strike he will prepare a FPD F-123 Labor Dispute Report, with a complaint number. A C.A.D. report will be prepared in the computer system and a narrative completed. The narrative will list all pertinent

March 14, 2011

information. With regard to the Labor Dispute Report the original will go to records, one copy will go to the desk book and another will go to the Chief's office.

- B. When a strike occurs, the Watch Commander will take control of the scene and determine the number of employees on strike, the issues involved, whether or not the employer will continue to operate during the strike, and any other pertinent information which would aid in determining police services required.
- C. If violence is a possibility, the Watch Commander or duty supervisor will immediately establish a police detail at the scene. He will personally take charge of the detail.
- D. It will be the duty of the Watch Commander in charge of the strike or labor dispute to immediately inform the leaders of all parties that:
 - 1. Force or violence will not be tolerated.
 - 2. The law will be enforced with impartiality.
 - 3. The rights of the public using public ways will be protected
 - 4. Unlawful acts or conditions which lead to disorder will not be tolerated.
 - 5. Provoking violence and disturbing the peace will not be tolerated.
 - 6. The rights of employees to conduct orderly picketing will be protected so long as the rights of the general public are not violated or endangered.
 - 7. The Watch Commander will distribute a copy of the FPD Management / Labor Enforcement Policy (attached) to representatives of ALL sides involved.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Attachment

Management / Labor Enforcement Policy
Labor Dispute Report Form 123

Distribution

All Department Personnel

FERGUSON POLICE DEPARTMENT**MANAGEMENT / LABOR ENFORCEMENT POLICY**

1. All laws will be enforced.
2. Picketing strikers will not be allowed to purposely cause inconvenience to a person or persons by unreasonably and physically obstructing vehicular or pedestrian traffic; or free ingress or egress to or from a public or private place (RSMO 574.010). When picket lines are established on sidewalks, at least one half of the sidewalk will remain open at all times.
3. Language or manner of address that may provoke violence will not be permitted and may subject the violator to arrest (RSMO 574.010).
4. Groups of employees and members of labor organizations representing employees may have a legal right to peacefully engage in picketing and hand-billing on certain private property areas. The owners of the property requesting the arrest of members of these groups for trespassing should be informed that the National Labor Relations Board must make the final determination whether the employees have the right to enter and remain on private property for their stated purpose. This procedure only applies for complaints of criminal trespass; all other laws will be enforced.

Police will inform a representative of the employee's group that they have until 5:00 p.m. of the next Federal business day following the complaint to file an unfair labor practice petition with the National Labor Relations Board. The person notified of the National Labor Relations Board requirement will be recorded on the Labor Dispute Report.

If the employee group produces the National Labor Relations Board charge, the police will defer any action on a trespassing complaint until the National Labor Relations Board rules on the employee's right to enter and remain on private property.

If the employees fail to file the National Labor Relations Board charge by the stated deadline, the police will treat the complaint as they would any other criminal trespassing complaint.

If the National Labor Relations Board rules in favor of the employees the police will take no further action on a trespassing complaint. If the National Labor Relations Board rules against the employees the complaint will be treated as any other criminal trespassing complaint. Prior to the initiation of enforcement action, a representative of the employee Group engaged in hand-billing or picketing activity shall be informed that the employees must leave the private property area or they will be subject to arrest.

March 14, 2011

For the purpose of enforcement, the areas that employee groups may use during the period awaiting the National Labor Relations Board ruling and after a favorable ruling is granted would include areas open to the public only, i.e., public parking lots and shopping center malls. The individuals engaged in picketing or hand-billing will not be permitted to enter the interior portion of the business or private parking areas without permission of the property owners unless so specified in the National Labor Relations Board ruling. In the case of enclosed shopping malls, the mall area will be accessible to the individuals engaged in picketing and hand-billing but they will not be allowed to enter the businesses within the mall.

The right to conduct picketing and hand-billing on private property is not absolute. The police department can restrict the activities of the employee group if their activity would create a potential public safety hazard. For example: A strip parking lot is too small to accommodate the employee group and the potential for someone being struck by a vehicle would require some reasonable restrictions upon their activity.

5. Nothing in this policy is intended to imply that property owners may not seek a court order to enjoin any trespassory activity. Court orders will be enforced by this department only if the order specifically instructs the department to enforce the provisions of the order. Most court orders are civil matters and the court that issues the order determines the action to be taken for violation of its terms.

DATE OF REPORT _____ CN _____

REPORTING PARTY -- NAME _____ TITLE// POSITION _____ BUSINESS TELEPHONE _____

BUSINESS ADDRESS _____ ADD'L CONTACT NO. _____

NAME OF BUSINESS _____

LOCATIONS OF FACILITIES _____

24 HOUR CONTACTS -- NAME _____ TITLE / POSITION _____ PHONE NO. _____ PAGER NO. _____

NUMBER OF EMPLOYEES THAT ARE INVOLVED IN THE DISPUTE _____

WILL THE BUSINESS CONTINUE TO OPERATE NORMALLY DURING THE DISPUTE? YES _____ NO _____

LABOR ORGANIZATION _____

BUSINESS ADDRESS _____ BUSINESS PHONE _____

PERSON NOTIFIED OF NLRB PETITION REQUIREMENT _____

TITLE / POSITION _____ DATE / TIME NOTIFIED _____ BY DSN _____

24 HOUR CONTACTS -- NAME _____ TITLE / POSITION _____ PHONE NO. _____ PAGER NO. _____

PICKET LINE LOCATIONS & PICKET CAPTAINS _____ EST. # OF PICKETS _____

HANDBILLING LOCATIONS -- ADDRESS _____

ADDITIONAL INFORMATION (Issues Involved) _____

REPORTING OFFICER _____ DSN _____ REVIEWING OFFICER _____

DISTRIBUTION: ORIGINAL TO RECORD ROOM, COPY TO DESK BOOK, COPY TO CHIEF'S OFFICE

4/63

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Sobriety Checkpoints

SOBRIETY CHECKPOINT OPERATIONS

464.00 PURPOSE

The purpose of this General Order is to establish guidelines to be followed during the set up and operation of Sobriety Checkpoints.

464.01 PROCEDURE

Sobriety checkpoints will be conducted within the guidelines of the Missouri Division of Highway Safety and the following procedures:

- A. Sobriety checkpoints will be conducted only upon order of the Commander of the Division of Field Operations;
- B. Selection of the site and time of sobriety checkpoints will be based upon DWI statistical information and will take into consideration safety factors such as traffic flow and visibility;
- C. Staffing of checkpoints will be done in a manner so as not to interfere with the normal operations of the Department;
- D. Sobriety checkpoint procedures:
 - 1. Public notice, including press releases, will be given a minimum of seventy-two (72) hours prior to the initiation of a checkpoint. The actual location of the checkpoint will not be included in the public notice;
 - 2. In order to ensure the safety of the public and the officers assigned to the checkpoint, as well as to minimize inconvenience to motorists, each checkpoint will be staffed by a minimum of five (5) uniformed officers each assigned specific duties.
- E. The checkpoint supervisor shall be trained by the Missouri Division of Highway Safety and/or the Missouri Safety Center in Sobriety Checkpoint legal, technical and logistical issues. The checkpoint supervisor will:
 - 1. Develop a written plan for each checkpoint;

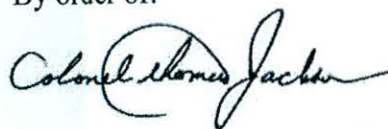
2. Conduct a briefing prior to the checkpoint during which he/she will:
 - a. Outline the overall checkpoint plan to the officers assigned;
 - b. Stress the need for safety;
 - c. Ensure that all officers assigned are aware of the goals and procedures;
 - d. Make personnel assignments;
 - e. Review the standard motorist greeting that will be used by officers assigned.
3. Take charge of the overall supervision of the checkpoint and the officers assigned;
4. Complete a summary report of the checkpoint results as well as any other reports which may be required by the Missouri Division of Highway Safety.

F. Officers assigned to the sobriety checkpoint will:

1. Contact each driver in a polite and courteous manner and as briefly as possible:
 - a. Identify him/her and explain the checkpoint;
 - b. Ask the driver for his/her license and proof of insurance;
 - c. Carefully check each driver for signs of intoxication and, if alcohol/drug influence is suspected, remove the driver from the vehicle to the area designated for field sobriety testing;
- d. The suspect vehicle will be moved from the checkpoint lane:
 - i. Administer Standard Field Sobriety Tests (SFBT) to those drivers suspected of being under the influence of alcohol or drugs;
 - ii. If the driver satisfactorily performs the SFST's he/she will be allowed to proceed;

- iii. If the results of the SFST's lead the officer to believe the driver is impaired, s/he will be taken into custody to submit to a chemical test;
- iv. Promptly prepare an Alcohol Influence Report (AIR) and any related forms or permits;
- v. Follow booking procedures established for the checkpoint.

By order of:



COLONEL THOMAS JACKSON

Distribution

All Department Personnel

MPCCF Reference: 21.9

in the first results of the first of the two experiments. The results of the second experiment are shown in Table 1. The results of the first experiment are shown in Table 2. The results of the second experiment are shown in Table 3.

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March 11, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Alarms

Reports, Alarms

ALARM ACTIVATION

465.00 PURPOSE

The purpose of this General Order is to establish procedures for enforcing Ferguson Ordinance 29-249, entitled "Alarm Systems" which regulates the installation and use of alarm systems within the city limits.

465.01 AUTHORITY

Ordinance 29-240 reads as follows; "False Alarm" means any activation of an alarm system intentionally or by inadvertence, negligence, unintentional action to which the city police department responds, including activation caused by the malfunction of the alarm system, except that the following shall not be considered false alarms:

- A. When the chief of police determines that an alarm has been caused by the malfunction of the indicator at the police department;
 - B. When the chief of police determines that an alarm has been caused by damage, testing or repair of telephone equipment or lines by the telephone company, provided that such incidents are promptly reported to the telephone company;
 - C. When an alarm is caused by an attempted and unauthorized or illegal entry or which there is visible evidence;
 - D. When an alarm is followed by a call to the police department canceling the alarm by giving proper information, prior to the arrival of the police department at the source of the alarm;
 - E. When the chief of police determines that an alarm has been caused by a malfunction of electrical power beyond the control of the alarm user.
-

465.02 PROHIBITIONS

Sec. 29-242. No person shall install or use an automatic dialing device or quasi-public body, including 911, for the purpose of obtaining emergency service.

Sec. 29-243. No person shall install or use an audible alarm which is equipped with an exterior sound producing device such as a gong, buzzer, siren, bell, or horn, unless the same shall be equipped with a fifteen-minute timer.

465.03 COMMISSIONED OFFICER RESPONSIBILITY

- A. Respond to and investigate all alarm activations.
- B. Complete a C.A.D. (Computer Aided Dispatch) system entry on all alarm activations NOT involving a criminal offense. These entries will include information that was acquired at the scene and activity by the officer upon arrival. The C.A.D. entry will also include the officer's recommendation regarding service charge, following ordinance guidelines.
- C. If a criminal offense has occurred or is suspected, an appropriate C.A.R.E. offense report will be completed. (No C.A.D. entry will be completed.).

465.04 COMMUNICATIONS BUREAU RESPONSIBILITY

Upon receipt of an alarm sounding, the dispatcher will:

- A. Take the name of the alarm agency, person reporting and a call back number. Obtain the name of the home owner, home phone, area of alarm activated (if available) and if there are pets on premises.
- B. Notify the units to respond.
- C. Add all the information into the C.A.D. system
- D. Provide the above information to the officer handling the alarm.

465.05 SUPERVISOR RESPONSIBILITY

It will be the supervisor's responsibility to ensure the C.A.D. entry is completed.

Watch Commanders or supervisors have the discretion to suspend repeated calls of service in the event that numerous alarms are activated as a result of general power failure or inclement weather.

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Banks, Alarms

Holdup Alarm Response

HOLDUP ALARM RESPONSE PROCEDURES

466.00 PURPOSE

The purpose of this General Order is to establish procedures for responding to a reported holdup alarm sounding or a holdup in progress at a bank or savings and loan association.

466.01 POLICY

The intent of this procedure is to minimize the threat of injury to bank employees, customers, and police officers, while ensuring a professional and expeditious response to a potentially serious situation. Primary emphasis is given to avoiding hostage situations or situations where the suspect becomes trapped within the occupied building. When such circumstances have developed, the officers should attempt to apprehend the robbery suspects outside the bank premises.

466.02 OFFICER'S PROCEDURE

When the dispatcher is notified that a holdup alarm is sounding or that a holdup is in progress or just occurred, the following procedures will be initiated:

- A. Two units will be dispatched to the location, the primary response unit and the assist unit (secondary response unit).
- B. When the units arrive on the scene, they will position themselves in their vehicles at strategic locations around the bank building and notify the dispatcher of their arrival AND the positions they have assumed.
- C. Use of emergency equipment should be kept to a minimum when responding to these alarms, and extreme caution should be used while responding.
- D. Officers will remain by their vehicle and will not enter the bank premises until one of the following conditions are verified:
 - 1. The dispatcher advises them that the alarm is valid and that a holdup has occurred or,
 - 2. That the alarm was accidentally set off.

- E. Under any of the two above conditions, the primary responding officer will be advised of the name, title, and clothing description of a bank supervisor who will contact him outside the front entrance of the bank for verification of a valid or false alarm. The officer should then meet the employee outside and may then proceed into the bank premises.
- F. While officers are posted outside of the bank or loan company they shall take appropriate action to identify witnesses or potential suspects exiting the building.
- G. If, while enroute to the alarm sounding, the officers are advised that the alarm has been accidentally set off, they will still proceed to the location following steps B - E above.

466.03 DISPATCHER'S RESPONSIBILITY

When a notice of a holdup alarm is received from an alarm company, the dispatcher will:

- A. Dispatch two units to the scene, designating the primary and assist unit. At UMB (1 Church St.) there are three exits and three units shall be dispatched.
- B. When the officers have arrived at the bank and are in position, the dispatcher will contact the bank and ask to speak with a supervisor. The dispatcher will advise the supervisor of a HOLDUP ALARM SOUNDING and ask the supervisor procedural questions to determine the authenticity of the alarm.
- C. If the dispatcher is advised that the alarm was accidentally set off, immediately advise the responding units. Ask the bank supervisor to contact the officer outside the front of the building, and provide the officer with the name, title, and clothing description of the supervisor exiting the building.
- D. If the dispatcher is advised by the bank supervisor that a holdup has occurred, obtain all available descriptive information of the suspect(s) and vehicle and broadcast this information to the responding units.
- E. The dispatcher will likewise ask the supervisor to contact the responding officer outside the front of the building and provide the officer with the name, position, and clothing description of this supervisor.
- F. If the dispatcher is unable to make contact with a dispatcher then the procedure may be processed through another employee, understanding that their knowledge of the workings of the institution may be less knowledgeable than a supervisor.
- G. If the dispatcher cannot make contact with a supervisor, or if the bank supervisor does not respond properly to the dispatchers questions, or if the dispatcher cannot make

April 2, 2013

telephone contact with the bank, the dispatcher should advise the responding units. The officers will respond assuming a holdup is in progress.

466.04 RESPONSIBILITY

- A. When an supervisor becomes aware that a holdup alarm was accidentally set off, the supervisor should immediately notify this Department, identify them self, and advise the dispatcher that contact will be made with the officers outside the front entrance upon their arrival.
- B. If an actual holdup has occurred, the authorized supervisor should immediately contact this Department (even if the alarm has been activated), identify themselves properly, and provide all available suspect and vehicle information. They should then remain on the phone until advised by dispatch to contact the officers outside upon their arrival.
- C. The bank and loan companies will provide the Department with names and titles of supervisors from the business.
- D. The names of these supervisors will be kept on computer file in the dispatcher's office. Any communication concerning a holdup alarm sounding must be conducted between the dispatcher and one of these authorized supervisors.
- E. It is the bank manager's responsibility to ensure that the list of authorized supervisors is updated as the employees retire, transfer, etc. Failure to do so may result in improper information exchange between the bank employee and the dispatcher.

466.05 BANKS LOCATED IN FERGUSON

UNITED MISSOURI BANK
UNITED MISSOURI BANK
FIFTH THIRD BANK
US BANK
PNC
FIRST NATIONAL BANK

1 Church Street
10805 Old Halls Ferry
10797 New Halls Ferry
201 Florissant Rd.
10385 West Florissant Ave.
10704 West Florissant Ave.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

GENERAL ORDER 466.00

April 2, 2013

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Owners Notification
Stolen Autos, Recovered Notification
Towed Vehicles, Owners Notification

OWNERS NOTIFICATION OF RECOVERED, TOWED AUTO

467.00 PURPOSE

The purpose of this General Order is to establish procedures for notifying individuals of the recovery of stolen vehicles or towing of vehicles.

467.01 POLICY

When an officer recovers a stolen auto or tows a motor vehicle, an attempt must be made to notify the owner of the recovery or tow. It is the responsibility of the officer making the report, supplemental report, or towing the vehicle to attempt contact with the owner.

467.02 PROCEDURE

- A. The officer making the report, supplement, or tow report will complete FPD Form 98, Notification of Recovered Auto. The reporting officer **MUST** indicate on the form that he notified the owner of the tow or recovery or that he attempted to contact the owner to no avail. This notification or attempt notification shall be logged at the bottom of the form, which will include the date, time and phone number called.
- B. The completed form, regardless if contact was made or not, will be attached to the **tow report** by the reporting officer.
- C. ~~The record clerk, upon receiving a FPD Form 98 where no contact was made with the owner, will make an attempt to contact the owner and log the attempt at bottom of the form.~~
- D. If at any time during the process contact is made with the owner, the reporting officer or records clerk will note the date, time, number called and person contacted on the form and attach it to the **tow report**.
- E. The records clerk will send a copy of the Form 98 via certified mail return receipt requested, to the owners address in all cases of unclaimed vehicles. The receipt will be attached to the original copy of Form 98 which will be filed with the report reflecting the autos tow.

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is fluid and cursive, with the first name "Colonel" written in a smaller, more formal script than the last name "Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution: All Department Personnel

Attachments: FPD Form 098

April 21, 2010

FERGUSON POLICE DEPARTMENT**OWNER'S NOTIFICATION OF TOWED VEHICLE**

REPORT # _____

Date _____

Time _____

Location of Incident _____

Reason for Tow _____

Vehicle Description _____

Year Color Make Model Lic. Number

VIN _____

Mileage _____

Owner/Lien Holder _____

Name

Street

City

State

Zip Code

Towed by Officer _____ DSN _____

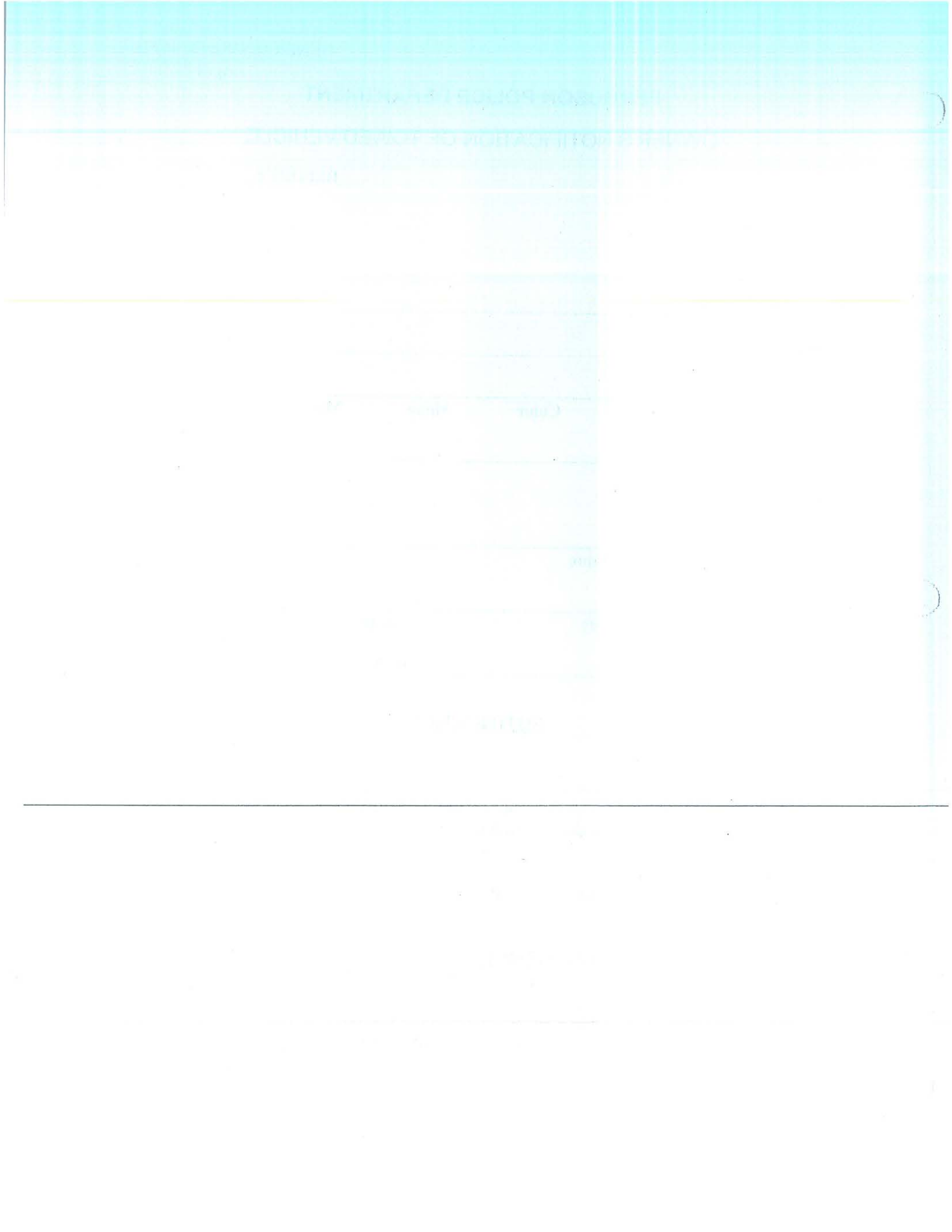
NOTIFICATION

Owner's Signature _____

If the owner/lien holder is not present for signature, attempt will be made to contact the registered owner/lien holder as documented below:

Date	Time	Phone Number	Person Notified	Officer/Clerk
------	------	--------------	-----------------	---------------

The above vehicle, registered in your name, has been towed to **Ferguson Super Service, 1803 Chambers Rd, St. Louis, Mo. 63136 (314) 869-0050** by the Ferguson Police Department. You will need this letter and the car title or proof of ownership to identify and claim your property. The vehicle owner has a right to file a petition with the associate circuit court of St. Louis County if he/she feels the tow was illegal or unjustified. (This does not apply to vehicles which are towed and held as evidence related to a police investigation).



March 11, 2011

FERGUSON POLICE DEPARTMENT**OWNER'S NOTIFICATION OF TOWED VEHICLE**

REPORT # _____

Date _____

Time _____

Location of Incident _____

Reason for Tow _____

Vehicle Description _____

Year Color Make Model Lic. Number

VIN _____

Mileage _____

Owner/Lien Holder _____

Name

Street

City

State

Zip Code

Towed by Officer _____ DSN _____

NOTIFICATION

Owner's Signature _____

If the owner/lien holder is not present for signature, attempt will be made to contact the registered owner/lien holder as documented below:

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FPD Form 098 (Aug/02)

467.00

UNIVERSITY OF CALIFORNIA
SCHOOL OF MEDICINE

1967

1. Name of the patient
2. Date of birth
3. Sex
4. Race
5. Address
6. City
7. State
8. Zip

1. Name of the patient
2. Date of birth
3. Sex
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2. Date of birth
3. Sex
4. Race
5. Address
6. City
7. State
8. Zip

March 18, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**Sex Offender Registration

SEX OFFENDER REGISTRATION**468.00 PURPOSE**

The purpose of this General Order is to implement policies and procedures pertaining to the registration of sex offenders as required under Revised Missouri State Statute 589.400.

468.01 AUTHORITY

Any person who, since July 1, 1979 has been convicted of, been found guilty of or pled guilty to a violation of or an attempt to violate one of the sections of the Missouri Revised Statutes sections 589.400 to 589.425, must register in person with the chief law enforcement officer of the city or county in which such person resides. Any person to who sections 589.400 to 589.425 RSMo. Applies, will register within 10 days of establishing residence in any county, city, town or village within the state. Within ten days of moving to a different residence, the offender must notify both the law enforcement agency where initially registered and the agency with jurisdiction over the new residence of the change. Notification of address change may be made in person or by mail. (589.414) Failure to comply is a class "A" misdemeanor.

468.02 POLICY

It will be the policy of this Department to make every effort to cause to be registered with the St. Louis County Police Department all applicable sex offenders residing within the city of Ferguson.

468.03 PROCEDURE

All sex offenders, required to register by law will be directed to the Private Security Unit, Bureau of Records, 7900 Forsyth, Room B201, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday where the Offender Registration form will be completed and a photograph taken. A copy of the Registration form will be forwarded to this department (Bureau of Operational Support) by the St. Louis County Police Department where it will be kept on file.

468.04 FAILURE TO REGISTER

In order to determine that a registration violation has occurred, a police officer can call 314 615-3761. If a violation has occurred, the officer will make a full custody arrest and either immediately apply for a warrant or release the violator pending application of a warrant

March 18, 2011

depending on the circumstance. Prior to making the warrant application, the officer should ascertain if the arrested person has registered and that information should be provided to the Prosecuting Attorney.

Since registration of sex offenders is a goal of the law, officers will be familiar with the registration procedures. Although failure to register is a misdemeanor, officers should use discretion before arresting a suspect that is inquiring about registering.

468.05 OFFENSES REQUIRING REGISTRATION

Any person who, since July 1, 1979, has been or is hereafter convicted of, been found guilty of, or pled guilty to committing, or attempting to commit, a felony offense of Chapter 566.000 RSMo., is listed below:

566.030	RAPE OR FORCIBLE RAPE
566.032	STATUTORY RAPE FIRST DEGREE
566.034	STATUTORY RAPE SECOND DEGREE
566.040	SEXUAL ASSAULT
566.060	FORCIBLE SODOMY
566.062	STATUTORY SODOMY FIRST DEGREE
566.064	STATUTORY SODOMY SECOND DEGREE
566.067	CHILD MOLESTATION FIRST DEGREE
566.068	CHILD MOLESTATION SECOND DEGREE
566.070	DEVIATE SEXUAL ASSAULT
566.083	SEXUAL MISCONDUCT INVOLVING A CHILD
566.090	SEXUAL MISCONDUCT FIRST DEGREE
566.093	SEXUAL MISCONDUCT SECOND DEGREE
566.100	SEXUAL ABUSE

468.06 OTHER CIRCUMSTANCES REQUIRING REGISTRATION

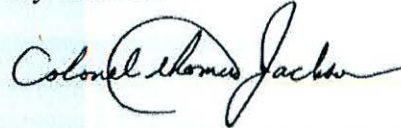
Any person who, since July 1, 1979, has been or is hereafter convicted of, found guilty of, or pled guilty to committing, or attempting to commit one or more of the following offenses against a victim under 17 years of age:

565.110	KIDNAPPING
567.050	PROMOTING PROSTITUTION FIRST DEGREE
567.060	PROMOTING PROSTITUTION SECOND DEGREE
567.070	PROMOTING PROSTITUTION THIRD DEGREE
568.020	INCEST
568.060	ABUSE OF A CHILD
568.080	CHILD USED IN SEXUAL PERFORMANCE
568.090	PROMOTING SEXUAL PERFORMANCE BY A CHILD

March 18, 2011

Any person who since July 1, 1979, has been committed to the department of mental health as a criminal sexual psychopath, or any person who is a resident of this state who has, since July 1, 1979, or is hereafter found guilty of or pled guilty or nolo contendere in any other state or under federal jurisdiction to committing, or attempting to commit an offense which if committed in this state, would be a felony violation of Chapter 566.000, or a felony of any listed offense.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a horizontal line.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

768

March 14, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Communications Attendance
Detectives, Roll Call Attendance
Roll Call Book
Roll Call, Procedures
Vehicles, Police Assignment
Vehicles, Police, Damage

ROLL CALL PROCEDURES**469.00 PURPOSE**

The purpose of this General Order is to establish procedures for supervisors to follow while conducting roll call. The roll call shift briefing should accomplish, at a minimum, the following four basic tasks: briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives, if any; notifying officers of changes in schedules and assignments; notifying officers of new directives or changes in directives; and evaluating officer readiness to assume patrol.

469.01 PROCEDURE

- A. All officers should be present and seated in the roll call room at the start of roll call. Officers should be in uniform and have in their possession all equipment necessary to assume duty. Specifically, officers should have in their possession in addition to the proper uniform, hat, coat, rain gear and weapon, writing instrument, nightstick, notebook or clipboard and whistle. There will be no drinking or eating permitted during roll call.
- B. Supervisors are responsible to retrieve from the in-house computer a listing of the radio assignments which occurred during the preceding twenty-four hours. Supervisors are responsible for conducting inspections to see that officers are properly equipped and uniformed prior to their tour of duty.
- C. When available the supervisor from the previous shift shall attend the oncoming roll call to pass on pertinent information.
- D. When available the supervisor from the Communications should attend the roll call meetings. When activity permits, he will authorize a communications operator to participate in roll call. All relevant information gathered at roll call will be forwarded to communication operators who were not in attendance.

March 14, 2011

- E. Any officer from any division may utilize the roll call as a means of disseminating information; however it must be coordinated through the supervisor conducting the roll call.
- F. The following should be disseminated at roll call by the supervisor:
 - 1. Information concerning major crimes or incidents which occurred during the preceding twenty-four hours.
 - 2. Pertinent information entered in the roll call book and P.A.S.S. during the preceding twenty-four hours.
 - 3. Daily assignments and special details.
 - 4. Additions or changes to General and Special Orders.
 - 5. Other pertinent information.
 - 6. Roll call periods should be used by supervisors to conduct in-service training capsules.

469.02 ROLL CALL BOOK PROCEDURES

Officers are to review the roll call book and P.A.S.S. (Policy Acknowledgement SyStem) entries on a daily basis. Supervisors and officers should make appropriate entries in the roll call book which pertain to officer safety warnings, 10-68's, traffic enforcement requests and any other instructional notifications.

469.03 VEHICLE TRANSFER AND DAMAGE ACCOUNTABILITY

- A. Officers will inspect their patrol vehicles prior to operation. Any unreported damage will be reported immediately to the supervisor. The inspection will be completed as directed in General Order 451.00.
- ~~B. In the event that an officer leaves before the end of a shift, a supervisor must inspect his or her vehicle to insure compliance with the daily vehicle inspection requirements.~~
- C. Officers that damage a vehicle during their tour of duty are required to notify their supervisor.

469.04 JOINT ROLL CALL

Detectives will attend the uniform officer's roll call sessions in an effort to provide potentially valuable information to the Division of Field Operations, as indicated by the detective schedule and activities, and when additional needs arise. This will also enhance a more cohesive relationship between the Division of Field Operations, the Bureau of Investigations and the Bureau of Operational Support. The Bureau of Investigations shall

provide Field Operations with pertinent information of on-going investigations, as long as it is not of a sensitive nature which may compromise an investigation.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is fluid and cursive, with the first name "Colonel" written in a smaller, more compact script than the last name "Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

4/69

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Citizens, Concealed Carry
Concealed Carry
Firearms, Concealed Carry
Off Duty Police Officers, Concealed Carry
Retired Police Officers, Concealed Carry

CONCEALED CARRY POLICY

470.00 PURPOSE:

The purpose of this General Order is to familiarize Department personnel with the Federal Law Enforcement Safety Act and Missouri Revised Statute (RSMo) 571 concerning the concealed carry of firearms by private citizens and off-duty police officers (active and retired) and to set the policy and procedures to be followed when an officer encounters a person that is in lawful possession of a firearm.

470.01 DEFINITIONS:

- A. Concealable firearm – Any weapon that is designed or adapted to expel a projectile by the action of an explosive and having a barrel less than sixteen inches in length, measured from the face of the bolt or standing breech.
- B. Concealed Carry – The carrying of a firearm concealed on one's person.
- C. Concealed Transport – The carrying of a concealed firearm in a vehicle.
- D. Concealed Carry Endorsement/Permit – An endorsement placed on a Missouri Driver's License or a Missouri Nondriver's License (ID Card) issued by the State of Missouri, Department of Revenue, allowing the concealed carrying of a firearm (not other weapons) as pursuant to RSMo 571.101.
- E. Intoxicated – substantially impaired mental or physical capacity resulting from introduction of any substance into the body (RSMo 571.010 Section 9).
- F. Law Enforcement Officers Safety Act (LEOSA) – A United States federal law, enacted in July 22, 2004, as Public Law 108-277, that allows two classes of persons—the qualified law enforcement officer and the qualified retired law enforcement officer—to carry a concealed firearm in any jurisdiction in the United States, regardless of any state or local law to the contrary, with certain exceptions.

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- G. Qualified Retired Peace Officer – A former peace officer who is retired from law enforcement and is authorized to carry a concealed weapon pursuant to RSMo 571.030.

470.02 POLICY:

It is the policy of the Ferguson Police Department to comply with and enforce all concealed carry laws.

470.03 THE GENERAL PUBLIC:

- A. Any person, who is at least 21 years of age and otherwise lawfully possessing a concealable firearm, may transport the firearm in the passenger compartment of a motor vehicle with or without a concealed weapon endorsement/permit.
1. If the subject legally transporting a weapon is arrested:
 - a. At a police supervisor's discretion, the weapon can remain with another person in the vehicle if the person is at least 21 years of age and can otherwise lawfully possess a concealable firearm,
 - b. Or, the weapon can be seized and packaged as the prisoner's property for safekeeping.
 - c. No firearm will intentionally be left in a towed or unattended vehicle after the driver's arrest.
- B. Any person issued a concealed carry endorsement pursuant to RSMo 571.101 to 571.121 shall carry the concealed carry endorsement at all times the person is carrying a concealed firearm and shall display the concealed carry endorsement upon the request of any peace officer. Failure to comply shall not be a criminal offense, however, if an officer is unable to verify through DOR that the person has a concealed carry endorsement, it may be assumed that the person is not authorized to carry a concealed weapon.
-
- C. Any member of the general public from Missouri, or any other jurisdiction, with a valid concealed carry endorsement/permit may carry concealed firearms in any county in Missouri with certain restrictions. For further information on those restrictions, refer to Missouri Revised Statute (RSMo) 571.
- D. Members of the general public without a concealed carry endorsement/permit are prohibited from carrying a concealed firearm, knife, blackjack or any other weapon readily capable of lethal use and will be arrested and prosecuted under RSMo 571.030.
- E. Police contact with concealed carry permit/endorsement holders.

March 24, 2011

1. Most permit holders will announce to the police that they are carrying a weapon and a permit.
2. Officers should use caution when contacting persons who claim to be legally carrying a concealed weapon. Officers should recognize that the vast majority of permit holders are not a threat.
3. Officers having contact with a person with a concealed carry permit/endorsement may remove the firearm from the person during a lawful stop and return it when the contact is completed unless an arrest is made.
4. If an arrest is made, all firearms found in possession of a subject at the time of arrest will be checked through the police computer system for theft, as well as examined by the officer to determine that it is not a prohibited weapon. Stolen/prohibited weapons will be seized as evidence and handled accordingly.
5. If the firearm of a permit holder is legally possessed, the firearm will be seized for safekeeping.
 - a. Seize the firearm, unload it and package the firearm and ammunition for transport to the St. Louis County Laboratory for test firing.
 - b. Release the firearm and ammunition to the evidence officer per policy.
 - c. Make sure the firearm and the ammunition are listed in the property section of the permit holder's booking sheet.
 - d. Advise the prisoner he will be notified upon the return of his weapon and ammunition from the St. Louis County Laboratory.
6. When an endorsement/permit holder with a concealed weapon is being picked up by a Ferguson Police Officer from another police agency or holding facility; it is the policy of this department that weapons will not be transported into this department with fugitives. The permit holder can retrieve the weapon from the arresting agency after being finally released from custody.
7. All firearms taken into possession for evidence or safe keeping by members of the Ferguson Police Department will be transported to the St. Louis County Laboratory for test firing.

470.04 POLICE OFFICERS:

All commissioned/sworn personnel are authorized to carry concealed weapons on or off duty under authority of RSMo 571.030, Subdivision 2 (1). The carrying of a firearm while off duty is discretionary. Firearms carried while in civilian clothing will be concealed from

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public view.

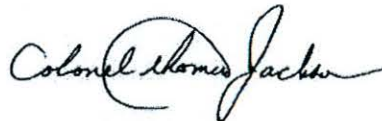
- A. Within or outside of the law enforcement agency's jurisdiction, and
- B. While in possession of valid photographic identification issued by the agency.
- C. Possession of a firearm while intoxicated is a violation of RSMo 571.030.
 - 1. Class D felony if loaded.
 - 2. Class A misdemeanor if unloaded.

470.05 RETIRED POLICE OFFICERS:

All qualified retired police officers, as identified in RSMo 571.030 Subdivision 10, may carry concealed firearms.

- A. While in possession of valid photographic identification issued by the retirement agency, and:
- B. Are in possession of proof that they have passed firearms approved course during the most recent twelve-month period.
 - 1. Either the ID card indicates that an approved course has been successfully completed,
 - 2. Or alternate documentation that an approved course has been successfully completed.
- C. Possession of a firearm while intoxicated is a violation of RSMo 571.030.
 - 1. Class D felony if loaded.
 - 2. Class A misdemeanor if unloaded.

By order of:



COLONEL THOMAS JACKSON

Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Confidential Sources

Informants

CONFIDENTIAL SOURCES

471.00 PURPOSE

The purpose of this General Order is to establish procedural guidelines for members of the Ferguson Police Department to expend appropriate funds for the employment of persons to obtain evidence.

471.01 DEFINITIONS

- A. **"Informant"** - Anyone who gives or serves as a source of confidential information to the police.
- B. **"Confidential Sources"** (CS) - Anyone who gives information to the police and whose identity is concealed and deemed to be confidential.

471.02 PROCEDURE (Permissible Use of Money for CS)

- A. Informants may be developed by any member of this police department. Once the informant has demonstrated his **reliability**, they should be considered as a "Confidential Source" (CS), thus eligible to receive monies for their services.
- B. The criteria for using a paid CS would include determining the **legitimacy** and **value** of information to an investigation. This would affect the amount of the fund to be paid to the individual CS.
- C. The Division of Operational Support Commander and Supervisor may authorize payment to a CS up to \$200 for information or services received without prior approval of the Chief. The Chief of Police may authorize the expenditure of funds in excess of \$200 to a CS when funding is deemed necessary for information or services received.
- D. The Commander of the Division of Operational Support will administer control over the CS funds. He will be responsible for complete and accurate reporting and documentation of all monetary transactions by any member of this department to a CS. All CS funds will be kept in a locked safe in the Operational Support's office. Only the Operational Support Commander and Supervisor are authorized to enter the safe. All entries into the safe must be recorded in the safe log.

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1. Detectives requesting CS funds should contact their supervisor or commander. Any other officer requesting CS funds will prepare a memorandum to the Operational Support Commander with approval from their own supervisor.
 2. Any false transaction, false documentation of a transaction or negligence in handling and accounting for funds will result in disciplinary action and possible criminal prosecution.
- E. An audit will be conducted annually on the CS funds by the Administrative Assistant to the Chief. The audit will be conducted in the first month of the fiscal year (July).

471.03 IDENTIFICATION OF CS

- A. Each person who is considered a CS will be identified and protected by utilizing the following system:
1. The CS will be assigned a CS number. This number will be unique to the individual CS;
 2. A FPD Form 132 titled "Confidential Source Agreement" will be filled out;
 3. A FPD Form 130 "Descriptive and Identifying Data of CS Form" must be filled out.
 4. A photo of the CS.
- B. The complete master file of CS will be permanently maintained in the Detective Bureau safe.

471.04 CONTROL OF INFORMANTS

- A. CS will be advised that they are not employees of this department. They have no enforcement powers and are not to represent themselves as police officers. The CS will complete the attached agreement.
- B. CS will not be allowed to commit crimes. When an officer determines that the CS has committed a crime, the officer will report the relevant facts to his supervisor. If the facts warrant prosecution, the matter will be submitted to the prosecuting attorney's office.
- C. Officers of this department are not authorized to offer immunity to a CS.

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- D. No payment or compensation of any kind will be made to a CS without prior approval from either the Operational Support Commander or Supervisor. Whenever a payment is made, proper documentation and signed receipts with witnesses are required.
- E. When contacting a CS of the opposite sex or a CS whose sexual preferences may make an investigation more susceptible to compromise through improprieties, it is recommended that a second officer be present.
- F. In rare circumstances a juvenile may be used as a CS; however, an officer must first consider the age and life experience of the juvenile, as well as any possible risks or consequences that might arise from using a juvenile as a CS. **A supervisor will be consulted to determine if parental consent is necessary.**

471.05 CONFIDENTIAL SOURCE PACKET

- A. Photograph (Mug-Shot Type)
- B. FPD Form 130: Descriptive and Identifying Data of CS
- C. FPD Form 132: Confidential Source Agreement
- D. FPD Form 131: CS Receipt of Funds Form

By order of:



COLONEL THOMAS JACKSON

Attachments

FPD Form 130: Descriptive and Identifying Data of CS

FPD Form 131: Confidential Source Receipt of Funds

FPD Form 132: Confidential Source Agreement

Distribution

All Department Personnel

March 18, 2011

**FERGUSON POLICE DEPARTMENT
CONFIDENTIAL SOURCE
DESCRIPTION & IDENTIFICATION**

Name				Other Names Used (Including Nicknames)				Maiden Name			
Address				City		State		How Long		Telephone	
Previous Address				City		State		How Long		Telephone	
Sex	Race	Height	Weight	Age		Date of Birth		Place of Birth			
Citizenship	Hair	Eyes	Glasses	Build	Complexion	Social Security No.		Driver's License No.			
Distinguishing Marks/Scars				Operational Scars				Tattoos			
Attire								Visible Injuries			
Automobile (year, color, make, model)								License (year, state, number)			
Automobile (year, color, make, model)								License (year, state, number)			
Employer				Address				Occupation		Length	
Previous Employer				Address				Occupation		Length	
Marital Status	Times Married	Dates Married	Places Married			Times Divorced	Dates Divorced	Places Divorced			
Present Spouse				Maiden Name		Date of Birth		Occupation			
Previous Spouse		Address			Previous Spouse		Address				
Father		Address			Mother		Address				
Father-in-law		Address			Sister/Brother		Address				
Sister/Brother		Address			Sister/Brother		Address				
Sister/Brother		Address			Sister/Brother		Address				
Children		Age	Children			Age	Children			Age	
Children		Age	Boy/Girl Friend				Address				
Military Service (Branch)		Dates		Rank Attained:		Job Assignment:		Service No		Type Discharge	
Read () Yes () No	Write () Yes () No	Registered Voter () Yes () No		County			Union Member () Yes () No		Union and Local No.		
High School Attended				Years		College Attended				Years	

FPD FORM 130

FERGUSON POLICE DEPARTMENT

CONFIDENTIAL SOURCE

RECEIPT OF FUNDS

Complaint Number _____

PURPOSE: Purchase of Evidence ()

Information Services ()

I hereby acknowledge the receipt of Funds in the amount of

_____ and / 100 Dollars (\$ _____),

provided to me by _____
(NAME AND DSN)_____
Provided by: _____ Date _____ Confidential Source _____ Date __________
Witnessed by: _____ Date _____ Assigned C/S Number _____

FPD FORM 131

COMPLETING SOURCE

RECEIPT OF FUNDS

1.

2.

3. The receipt of funds in 19

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March 18, 2011

Ferguson Police Department
Bureau of Investigation

CONFIDENTIAL SOURCE AGREEMENT

The undersigned cooperating individual agrees to the following:

1. I will provide truthful information at all times;
2. I am not an employee of the Ferguson Police Department (FPD) and may not represent myself as such. Further, I may not enter into any contracts or incur any obligations on behalf of the Ferguson Police Department, except as specifically instructed and approved by the FPD;
3. I will abide by the instructions given to me, will not take any independent action, and I will not engage in any unlawful acts for which I may be subject to prosecution, except as specifically authorized by representatives of the Ferguson Police Department;
4. I will not engage in witness tampering, witness intimidation, entrapment, or the fabrication, alteration, or destruction of evidence;
5. I understand that if I am cooperating in exchange for consideration by a prosecuting office, the Ferguson Police Department will advise the prosecuting office the nature and extent of my assistance to the FPD, but cannot make any prosecutive or sentencing promises. Likewise, I understand that no promises or representations can be made to me regarding alien status and / or my right to enter or remain in the United States.
6. I understand that the Ferguson Police Department will strive to protect my identity, but cannot guarantee that it will not be divulged. I understand that the prosecutor's office may require me to testify in criminal proceedings at a later date.
7. I understand that I cannot be guaranteed any reward, payments, or other compensation and I am liable for any taxes that may be owed on monies the City of Ferguson pays me.

CONFIDENTIAL SOURCE:

Signature

Date

WITNESS:

Signature

Date

WITNESS:

Signature

Date

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Fit For Confinement
Medical, Fit For Confinement
Prisoner Pickup
St. Louis County Intake

**FERGUSON MUNICIPAL PRISONER INCARCERATION
PICK UP AT THE ST. LOUIS COUNTY DEPARTMENT OF JUSTICE SERVICES**

472.00 PURPOSE

The purpose of this General Order is to establish procedures for incarcerating and picking up prisoners held in custody by the St. Louis County Department of Justice Services. Further information may be found in General Order 416.00 *Prisoner Conveyance and Holdover Facilities*.

472.01 POLICY

The St. Louis County Department of Justice Services requires all St. Louis County municipalities to pick up prisoners wanted by their respective agencies within a specified time period of being notified the prisoner is ready for release.

472.02 DEFINITIONS

- A. "Intake Service Center" Facility responsible for processing arrested subjects lawfully committed to the Department of Justice Services. It also serves as the central release point for all prisoners.
-
- B. "Adult Correctional Institution" A facility utilized by the Department of Justice Services to house prisoners for longer than forty-eight (48) hours. The sole facility used for this purpose is the Saint Louis County Jail located at 100 South Central Avenue, Clayton, Missouri.

472.03 PROCEDURE - GENERAL

The following guidelines will be used for transporting or holding prisoners in the St. Louis County Justice Intake Center.

- A. The defendant has warrant(s) issued from a St. Louis County Court;

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- B. The defendant is to be held for extradition out of the state or outside the metropolitan area.

The Ferguson Police Department will be responsible for delivering the inmate to the Justice Center. As in the transportation of any inmate from this department to another facility, the inmate will be forwarded to the center along with all of his personal property; appropriate paper work i.e. certified arrest warrant, copies of the booking sheet. All of the standard and acceptable police practices associated with officer and prisoner safety shall be adhered to.

472.04 PRISONER PICK UP PROCEDURES

- A. Prisoners being held as a fugitive of this department must be picked up from the Intake Service Center within three (3) hours of being notified the prisoner is ready for release. Officers picking up prisoners shall ensure that they sign the written documentation detailing the prisoner transaction.
- B. If the prisoner cannot be picked up within the required time period, notify Intake of the reason for the delay and your anticipated arrival time.
1. Notify Intake by telephone and Teletype message
 2. Intake will allow a reasonable amount of additional time for pickup.
 3. Failure to follow notification guidelines may result in the release of prisoners being held for municipal ordinance violations or minor offenses.

472.05 PRISONER DROP OFF AND PICK UP ST. LOUIS COUNTY JUSTICE CENTER

The following information is pertinent for all officers of this department who may be involved in picking up or delivering prisoners to the County Justice Center.

A. Vehicle Entrance

1. Located at 100 South Central Ave., Clayton, MO.
2. Enter one-way eastbound alley off Central Ave. between Justice Center and the Chromalloy Building.
3. Press call button to notify master control of your arrival
4. Enter when doors open

B. Parking

1. Parking is provided for officers conveying prisoners only
2. Park in marked spaces provided

3. Emergency parking is available at the door for removing combative prisoners only

C. Securing Weapons

Secure weapons in vehicle trunk or secure weapons in lockers provided.

D. Dropping Off Prisoners

Use call button at entrance door, if assistance is needed with uncooperative or combative prisoners; notify the control center through the intercom system. Advise the receiving agency personnel of any potential medical or security hazards.

E. Entering Law Enforcement Lobby

1. You must pass through two doors to gain access to the law enforcement lobby.
2. Use the call button at the side of the door to gain entry
3. Secure your prisoner in the cells or to handcuff rails on benches.

F. Officer's Work Station (available tools)

1. Telephone and facility directory
2. Pneumatic tube for warrant applications
3. Computer
4. Fax machine
5. Applicable forms

G. Notifying Staff (Use telephone at officer's workstation)

1. Notify nurse to provide inmate "Fit for Confinement" form
2. Notify property officer to take inmate property, provide inmate search.
3. Notify intake staff of inmate you are there to pick up
4. Telephone directory contains frequently used phone numbers

H. Metal Detector / Transfer Cells

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1. **Inmates** must pass through the metal detector before entering the transfer cells. Restraining devices are to be removed at the time of transfer.
2. After the inmate enters the transfer cell you are free to leave.

I. Exiting the Facility

1. Use the call button at the side doors to alert control center
2. Remember to retrieve your weapon from the gun locker or vehicle trunk
3. As you approach the exit door a floor sensor will alert Master Control that you are ready to exit.
4. Exit with caution when doors open

472.06 PHONE NUMBERS

1. The Court Services Supervisor can be contacted at 615-5785
2. The Intake Service Center can be contacted at 615-7101
3. The Intake Service Center Fax number is 615-5748
4. The Intake Service Center Facility Nurse can be contacted at 615-5703

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

January 26, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Fit for Confinement
Injured Prisoners
Medical Treatment, Prisoners
Medication, Prisoners
Prisoners, Medication
Prisoners, Sick or Injured
Refusal of Medical Care
Sick Prisoners

MEDICAL TREATMENT FOR PRISONERS**473.00 PURPOSE**

The purpose of this General Order is to outline the procedures to be followed when a prisoner becomes sick or injured while in the custody of this Department. Generally, due to the rapid response capabilities of local EMS personnel and the Ferguson Fire Department and the close proximity of Christian Northeast Hospital, police personnel are limited to first responder life saving procedures to include CPR, airway obstructions and control of bleeding.

473.01 POLICY

This Department is responsible for the welfare of each prisoner from the time he is taken either into custody on the street or from another jurisdiction until the time he is released either from custody or to another jurisdiction. Prisoners who are taken for immediate treatment should be closely monitored. Opportunities for escape, suicide and assault on hospital personnel or the transporting officer should be guarded against and will be more prevalent if the prisoner is unrestrained and/or out of sight. If restraints should be removed for treatment, caution should be exercised while the prisoner is unfettered. Only under unusual circumstances will the prisoner be allowed out of the transporting officer's sight.

473.02 PROCEDURE - SICK OR INJURED PRISONERS

- A. Prisoners who are in need of medical treatment will normally be conveyed in an EMS Unit to the point of medical treatment. After the prisoner has been treated and released, the prisoner will then be conveyed to this Department in a Department police vehicle.
- B. Officers will provide first aid and life saving measures to the extent they have been trained for prisoners suffering serious injury or illness such as severe bleeding or

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cardiac arrest. Officers are generally not trained in life saving techniques beyond CPR and control of bleeding. EMS personnel shall be summoned immediately.

- B. A police officer may accompany the prisoner in the rear of the EMS Unit when conveying the prisoner to a hospital if circumstance dictates. A prisoner may be transported in a patrol car after treatment only if two officers are assigned to the vehicle, unless a lock up car is utilized. The officers will consider the physical condition of the prisoner when determining the method used to restrain the prisoner in the vehicle.
- C. Information concerning the medical treatment rendered a prisoner will be included by the assigned officer in either the original or a supplementary report if that information complies with privacy laws and is provided by health care personnel.
- D. When a prisoner is taken to an area hospital for treatment, the accompanying officer will ask the prisoner if he has any type of hospitalization insurance. If the prisoner does, the information will be given to the admitting clerk. This procedure will apply in those instances when the prisoner is being examined for fit for confinement for possible injuries suffered at his own hand or is the victim where the injuries were inflicted by someone other than the police (10-50, assault, etc.).
- E. If circumstances permit, a suspect requiring medical attention at an area hospital should not be taken into custody and booked. The suspect should be transported to the hospital and treated as an injury/illness case. A report should be written and warrants applied for in the usual manner. However, if the suspect has committed a violent felony, Ferguson Police will standby and provide security of the suspect until warrants have been obtained and custody of the prisoner is turned over to the St. Louis County Department of Corrections. If the Ferguson Police Department maintains custody of the admitted prisoner, the watch commander shall ensure adequate relief of the custodial officer is provided.
- F. The Watch Commander will have the discretion in deciding if a suspect is to be held or released PAW. ~~The circumstances of the incident, seriousness of the offense, and character of the suspect~~ should be considered in making the decision. In any case of confinement or transportation to the St. Louis County Department of Corrections, a *Fit For Confinement* form must be obtained from the treating medical facility.
- G. In cases where a prisoner is released from custody prior to being transported to a hospital, officers will not accompany EMS to the hospital unless their presence is requested by EMS for safety reasons. In those situations, an officer will follow the ambulance to the hospital in a police vehicle unless otherwise directed by a supervisor.

473.03 PRISONERS REQUIRING MEDICAL ATTENTION

Whenever a person taken into custody is injured or complains of injury or illness, or the officer believes that the person might be injured, that person will be offered medical treatment. A prisoner may refuse medical treatment at any time (see next section for further). EMS personnel will normally be summoned to the scene of the arrest or to the station to determine whether medical treatment and transportation to the hospital is required.

473.04 PRISONERS REFUSING MEDICAL ATTENTION

- A. Prisoners may refuse an offer of medical treatment prior to EMS being notified. In that situation, the prisoner will be asked to read and sign FPD Form 134, "Refusal of Medical Care." The signed form will be witnessed by the officer, with the date and time recorded. The form will be attached the booking sheet. EMS will not be notified unless the officer believes it is still necessary.
- B. Prisoners may also refuse medical care after the arrival of EMS. Prisoners that sign a Department of Health and Hospitals "Against Medical Advice (AMA) Form" will not be transported in EMS Units. The AMA Forms used by EMS Units are the same forms used by Hospital Emergency Rooms. The form has the same force and effect when signed at the scene as when signed at the hospital. The EMS log number on the AMA Form, along with the names of EMS personnel should be noted in the body of the police report.
- C. If a prisoner refuses to accompany EMS personnel and also refuses to sign the AMA Form, the officer will note this information in the report and include the names of the EMS personnel at the scene. The prisoner will then be conveyed directly to the Department for processing.

NOTE: If an injury or possible injury occurs after either refusal Form has been signed by the prisoner, ~~the prisoner will then again be offered medical attention. If he again refuses medical~~ attention, another form will be signed as described above. If the prisoner then requests medical attention, he will be conveyed by an EMS Unit to the hospital for treatment.

473.05 PRISONERS WHO BECOME SICK OR INJURED WHILE CONFINED

- A. Upon learning of a sick case or accidental injury of a prisoner confined in the holdover, the officer or communications personnel will inform the on-duty Watch Commander / Supervisor that there is a sick case or injury in the holdover.
- B. The Watch Commander / Supervisor will request the dispatcher to have an EMS Unit respond and if necessary, have the sector car respond to the station to handle the assignment. If the prisoner is conveyed for medical treatment in an EMS Unit, the assigned officer will accompany the prisoner in the rear of the EMS Unit.

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- C. The officer assigned to handle the illness or injury of a prisoner while confined at this department will indicate the sequence of events relative to the medical treatment rendered the prisoner.
1. An officer who receives an assignment of a Sick Case or Accidental Injury in the holdover will document the incident by initiating a complaint number through the Computer Aided Dispatching System (CAD) and complete a narration of the details regarding the incident.
 2. If the illness or injury may have a bearing on the original incident or arrest, the reporting officer will notify the arresting officer(s) so that further investigation can be initiated if necessary.
 3. Incidents where the prisoner alleges police brutality will be referred to the Watch Commander.

473.06 MEDICATION FOR PRISONERS

- A. All medication prescribed by a physician after the prisoner was conveyed to the hospital will be maintained in the prisoners property. The correction officer(s) will dispense the medication in accordance with the directions indicated by the physician.
- B. Any medication that the prisoner has in his possession at the time of arrest that had been prescribed for him by a physician will dispensed in accordance with the directions indicated by the physician. No "over the counter" medications will be administered.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**FERGUSON POLICE DEPARTMENT
REFUSAL OF MEDICAL CARE**

I _____ voluntarily
acknowledge that I have been offered medical treatment for any
injuries or conditions that might have occurred as a result of my
arrest or detainment by the Ferguson Police Department.

At this time, I hereby voluntarily decline the offer of medical
treatment. I do not want an ambulance to respond and do not
want to be transported anywhere for medical treatment.

(Signature)

Date: _____

Time: _____

Witness: _____

FERGUSON POLICE DEPARTMENT

REFUSAL OF MEDICAL CARE

I _____ voluntarily acknowledge that I have been offered medical treatment for any injuries or conditions that may have occurred as a result of my arrest or detainment by the Ferguson Police Department.

At this time I hereby voluntarily decline the offer of medical treatment.

I do not request an ambulance to transport me to a medical facility for treatment.

Signature _____

Date _____ Time _____

WITNESSED BY:

Signature _____

Date _____ Time _____

Signature _____

Date _____ Time _____

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Domestic Abuse, Stalking
Stalking

**STALKING POLICY AND PROCEDURE
MISSOURI REVISED STATUTES 455.010 TO 455.085**

474.00 PURPOSE

The purpose of this General Order is to familiarize officers of this department with the provisions of the anti-stalking bill passed by the Missouri 87th General Assembly and to provide officers with guidelines and procedures for handling stalking incidents.

474.01 POLICY

The primary objectives of officers that encounter "stalking incidents" are to protect the victim from violence, to assist the victim in obtaining legal relief in the form of an "ex parte or full order of protection," to enforce the law against violators and to facilitate prosecution where applicable. **All "stalking" complaints are to be viewed as incidents of alleged criminal conduct in which assistance and protection will be provided to the victim in a timely manner.** Supplemental material may be found under general order 420.00 *Domestic Violence*.

474.02 DEFINITIONS

- A. **"Stalking"** A person commits the crime of stalking when an adult purposely and repeatedly engages in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person's situation to have been alarmed by the conduct.
- B. **"Aggravated Stalking"** Any person who purposely and repeatedly harasses or follows with the intent of harassing another person, and makes a credible threat with the intent to place that person in reasonable fear of death or serious physical injury, commits the crime of aggravated stalking.
- C. **"Course of Conduct"** A pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.
- D. **"Abuse"** Includes, but is not limited to, the occurrence of any of the following acts, attempts, or threats against a person who may be protected under sections 455.010 to 455.085:

- E. "Assault" Purposely or knowingly placing or attempting to place another in fear of physical harm;
- F. "Battery" Purposely or knowingly causing physical harm to another with or without a deadly weapon;
- G. "Coercion" Compelling another by force or threat of force to engage in conduct from which the latter has the right to abstain or to abstain from conduct in which the person has the right to engage;
- H. "Harassment" Engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another person and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner. Such conduct might include but is not limited to; following another about in a public place or places; peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity.
- I. "Sexual assault" Causing or; attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress;
- J. "Unlawful imprisonment" Holding, confining, detaining, or abducting another person against that person's will.
- K. "Victims" Any adult who has been subject to abuse by a present or former adult family or household member, or who has been the victim of stalking, may seek relief under sections 455.010 to 455.085.
- L. "Ex Parte Order of Protection" An order of protection issued by a Circuit Court or Associate Court before the respondent has received service/notice of the petition or has had an opportunity to be heard. Failure to serve shall not affect the validity of a full order of protection.
- M. "Full Order of Protection" An order of protection issued at a hearing on the record where the respondent has received notice of the proceedings and has had an opportunity to be heard.
- N. "Petitioner" A family or household member or a person who has been the victim of stalking, who has filed a verified petition under the provisions of RSMo. 455.020.
- O. "Respondent" The family or household member or person alleged to have committed an act of stalking against whom a verified petition has been filed.

- P. "Family or household member" Spouses, former spouses, adults related by blood or marriage, adults who are presently residing together or have resided together in the past, an adult who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and adults who have a child in common regardless of whether they have been married or have resided together at any time.

474.03 DISPATCHER RESPONSIBILITIES

- A. Because the dispatcher is likely to be the first person to receive the call, he/she is a key person in determining the type of response.
- B. The dispatcher is responsible for obtaining necessary information to dispatch the call. The dispatcher shall attempt to obtain the following information:
1. The complaint's name, address and phone number.
 2. Location and time of occurrence.
 3. If any weapon or physical violence is involved.
 4. The dispatcher should also inquire as to the assailant's frame of mind, such as a known mental condition, intoxicated, etc., and relay same to the responding units.
 5. Does complainant have a current "Order of Protection?"
 6. Has there been a call to the same location during the previous twelve hours?
It is the dispatcher's responsibility to notify the responding officers if that is the case.

474.04 PATROL RESPONSIBILITIES

- A. Officers must be concerned about their safety and that of the victim. All common sense and learned police techniques should be utilized to minimize risk.
- B. In "Stalking" incidents, officers should be alert and observant when approaching the victim's location in the event that the stalker is still in the area.
- C. Upon making initial contact with the victim, the officer should ascertain if he or she has an order of protection and the degree of the order.

NOTE: The Ex Parte Order of Protection need not be served on the respondent to be in effect.

- D. The officer should ascertain if there have been any calls to the same location during

the previous twelve hours by checking with the dispatcher.

- E. **Any officer that is subsequently called to the same address within a twelve hour time span, who shall find probable cause to believe the same offender has again committed a stalking violation, shall arrest the offending party for the subsequent offense.**
- F. If the officer determines that this is the first violation of the stalking law and he does not make an arrest, **a mandatory report will be written explaining why not.** The officer will **make a computer entry into C.A.D. noting the nature of the call for future reference.** **If an active ex parte or full order exists, the officer shall make an arrest of the offending party.**
- G. If a report was made during the preceding twelve hours, reflecting a stalking incident (with or without an arrest) that report will be considered as evidence of the defendant's intent to commit a stalking offense.

474.05 PENALTY PROVISIONS FOR VIOLATIONS OF THE STALKING LAW

- A. The crime of stalking shall be a "class A" misdemeanor for the first offense. A second or subsequent offense within five years of a previous finding or plea of guilt against any victim shall be a "class D" felony.
- B. The crime of aggravated stalking shall be a "class D" felony for the first offense. A second or subsequent offense within five years of a previous finding or plea shall be a "class C" felony.

474.06 ARREST DECISIONS

- A. When an officer has probable cause to believe that a party, against whom a protective order has been entered, who has notice of such order entered, and has committed an act of abuse in violation of such order, the officer shall arrest the offending-party respondent ~~whether or not the violation occurred in the presence of the arresting officer.~~ Refusal of the victim to sign an official complaint against the violator shall not prevent an arrest.
- B. When an officer makes an arrest, he is not required to arrest both or all parties involved in an assault when both parties claim to have been assaulted. The arresting officer shall attempt to identify and arrest the party he believes is the primary physical aggressor. The term "primary physical aggressor" is defined as the most significant, rather than the first, aggressor. The law enforcement officer shall consider any or all of the following in determining the primary physical aggressor:
 - 1. The intent of the law to protect the victims of domestic violence from continuing abuse;

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2. The comparative extent of injuries inflicted or serious threats creating fear of physical injury;
 3. The history of domestic violence between the persons involved. No law enforcement officer investigating an incident of family violence shall threaten the arrest of all parties for the purpose of discouraging requests of law enforcement intervention by any party. Where complaints are received from two or more opposing parties, the officer shall evaluate each complaint separately to determine whether he should seek a warrant for an arrest.
 4. When a person against whom an order of protection has been entered fails to surrender custody of minor children to the person to whom custody was awarded in an order of protection, the law enforcement officer will arrest the respondent, and return the minor children to the care and custody of the party to whom such care and custody was awarded.
 5. For arrests or other acts made in good faith, the arresting officer, assisting officers and supervisors will be immune from liability in any civil action alleging false arrest, false imprisonment or malicious prosecution.
- C. The refusal of the victim to prosecute the violator will not prevent an arrest under the provisions of the stalking law.
- D. Any law enforcement officer may arrest without warrant any person he or she has probable cause to believe has violated the provisions of the stalking law.

474.07 WARRANT APPLICATION

- A. Warrant application for violations of the "Stalking" statute should be made in the office of the St. Louis County Prosecuting Attorney.
-
- B. Warrant application for violations of the "Stalking" ordinance (Sec. 29-40) should be made through the Ferguson City Prosecutor for related city violations.
- C. Warrant applications should be made within five (5) working days upon the completion of the investigation.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution: All Department Personnel

March 18, 2011

CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE

Index as:

Bailiff

Council Security

Municipal Court Security

COURTROOM AND COUNCIL SECURITY

476.00 PURPOSE

The purpose of this General Order is to establish uniform procedures for providing security in the Ferguson Municipal Court and the Ferguson Council Meetings, to protect the integrity of court and council procedures, to sustain the rights of individuals before it, to deter those who would take violent actions against the court, council or participants in the proceedings and to sustain the decorum of the court and council. Security measures will be utilized to maintain the physical security of the facilities and to protect the Judge, Mayor and all other participants in the proceedings in court or council as well as the public.

476.01 DEFINITIONS

- A. Bailiff – A Police Officer assisting in the court room administrative functions.
 - B. Court Personnel – Civilian employees of the City of Ferguson working for the Municipal Court; to include but not be limited to the Judge, Prosecuting Attorney, and Court Clerks.
 - C. Court Security Officer – A Police Officer with the primary duty of courtroom security.
 - D. Court Security Supervisor – An on-duty full time commissioned supervisor or designated supervisor; supervising the security of the courtroom.
-

476.02 POLICY

It is the policy of the Ferguson Police Department to supply security to the Ferguson Municipal Court on every occasion that the court is in session. The court is charged with hearing cases involving violations of municipal ordinances and traffic regulations. There are no high-risk trials conducted in the Municipal Court. Consequently, there are no special operational plans for the Municipal Court.

It is the policy of the Ferguson Police Department to supply security to the Ferguson City Council Meeting on every occasion that the council is in public session. The City generally holds council meetings on the 2nd and 4th Tuesdays of every month of the year.

476.03 PROCEDURE FOR COURT:

Courtroom Security Operations: under the supervision of a full time police officer, will be assigned to work in the courtroom at all times when the court is in session. The Division of Administration Commander or his designee will assure that sufficient Officers are scheduled to meet the needs of the court.

- A. One (1) fulltime commissioned police officer will serve as Courtroom Security Supervisor whenever the court is in session. When possible this will be the Commander of Administration, Sergeant of Communications or his designee.
- B. The Courtroom Security Supervisor will assign the Officers to the needed areas and duties in the courtroom and entrance outside the courtroom and will then remain in the courtroom as additional security.
 - 1. One (1) Officer will serve as Bailiff whenever the court is in session.
 - 2. Four (4) Officers will serve as Courtroom Security Officers at fixed posts whenever the court is in session.
 - a. One (1) Courtroom Security Officer will be posted toward the front of the court to be able to observe and monitor activity that is taking place near the Judge and Prosecutors, and to provide an immediate response in case of hostile actions.
 - b. Two (2) Courtroom Security Officers will be posted near the courtroom entrance door to monitor all persons entering the courtroom and will escort persons through the metal detectors. These Officers will watch for concealed weapons and will deny entry to persons that are intoxicated or in violation of other courtroom rules (i.e. dress code, using cell phones, etc.)
 - c. One (1) Officer will be posted outside the entrance of the courtroom and monitor admittance into the building.
 - d. The number of bailiffs may increase or decrease depending on the size of the court docket. As the court docket decreases during the court session, the courtroom security supervisor may relieve bailiffs of their duties.
- C. All officers present at court, both on-duty and off-duty, will immediately respond to all requests for assistance from the Courtroom Security Supervisor, or court personnel.

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- D. Sworn officers, on-duty and off-duty, in uniform and plain clothes, may carry weapons in the Municipal Court in compliance with departmental policies.

476.04 PROCEDURE FOR COUNCIL

Council Security Operations: The Commander of the Bureau of Operational Support shall assign two detectives to work in the council chambers to provide security for the Council Meeting while in session. The detectives shall position themselves into strategic positions that can monitor the physical security of the proceedings and protect the participants.

The proceedings of Municipal Council Meetings are recorded.

476.05 PRISONER MOVEMENT: When requested by the Judge, officers working in the patrol division will transport confined prisoners from the holding cells of the Police Department to the courtroom.

476.06 SECURITY EQUIPMENT:

- A. The police department provides equipment to be utilized for courtroom security. This equipment includes:

1. A courtroom duress alarm is hard wired from a drawer in the Judge's (Mayor's) bench to the communication's dispatch desk. This alarm consists of a flashing light and an audible noise loud enough to alert the dispatcher on duty.
2. The courtroom is equipped with a walk through metal detector
3. Bailiffs utilize hand held metal detectors when the walk through detector is inappropriate.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Traffic Function

Traffic Safety

Traffic Record System

TRAFFIC ADMINISTRATION

478.00 PURPOSE

It is the purpose of this General Order to establish processes and procedures for the administration of Department wide traffic related responsibilities and services.

478.01 POLICY

It is the policy of the Department to promote traffic safety programs through the thorough investigation and analysis of traffic crashes, pro-active enforcement of traffic violations, providing educational programs to the community, and interaction with roadway engineers to improve hazardous conditions.

478.02 RESPONSIBILITIES OF TRAFFIC FUNCTION

- A. The Division of Field Operations is primarily responsible for traffic function and safety. This will be carried out in such a manner as to be flexible enough to meet the demands of selective enforcement, congestion relief, and traffic control measures.
 - B. Shift commanders will use data available through Department records, officer observations, and citizen complaints, to aid in traffic safety and traffic movement measures by their platoons.
-
- C. Supervisors:
 - 1. Are responsible for the traffic safety function;
 - 2. Will direct personnel to meet the Department's Goals for traffic Safety and enforcement;
 - 3. Will provide direct supervision at the scene of crashes involving fatalities, serious injury, or hazardous material situations;
 - 4. Will direct and coordinate selective enforcement activities with their platoons.

D. Officers:

1. Are responsible for traffic safety;
2. Will fully investigate and report traffic crashes they observe or to which they are assigned;
3. Will be alert to violations of traffic laws and ordinances, and will take appropriate enforcement actions when violations are observed;
4. Will immediately report hazardous conditions, malfunctioning, damaged, or missing traffic control devices, street lights malfunctioning, or other conditions that pose a threat to traffic safety.

478.03 TRAFFIC SAFETY

A. The Department has a Traffic Safety officer within the Division of Administration.

B. Duties of the Traffic Safety Officer:

1. This officer will receive additional training in traffic crash investigation, traffic enforcement and special traffic programs;
2. Implementation of enforcement programs;
3. Coordination of DWI enforcement Programs;
4. Procure and maintain specialized equipment;
5. Development and supervision of traffic safety related grants.

478.04 TRAFFIC RECORD SYSTEM, CONTENTS AND REVIEW

- A. The processing, maintenance, and distribution of traffic records are the responsibility of the Ferguson Police Department Records Division.
- B. The Records Division will retain traffic accident reports for a period of five years under normal circumstances and seven years if there is a felony involved.
- C. The Records Division will disseminate reports from the "Law Enforcement Traffic System" (L.E.T.S.) upon request based upon Missouri Sunshine Law Regulations. A fee will be charged for each report based on regulated scales for agency reports.
- D. Officers will complete reporting on the "Law Enforcement Traffic System" (L.E.T.S.) program. Supervisors will then approve the reports.

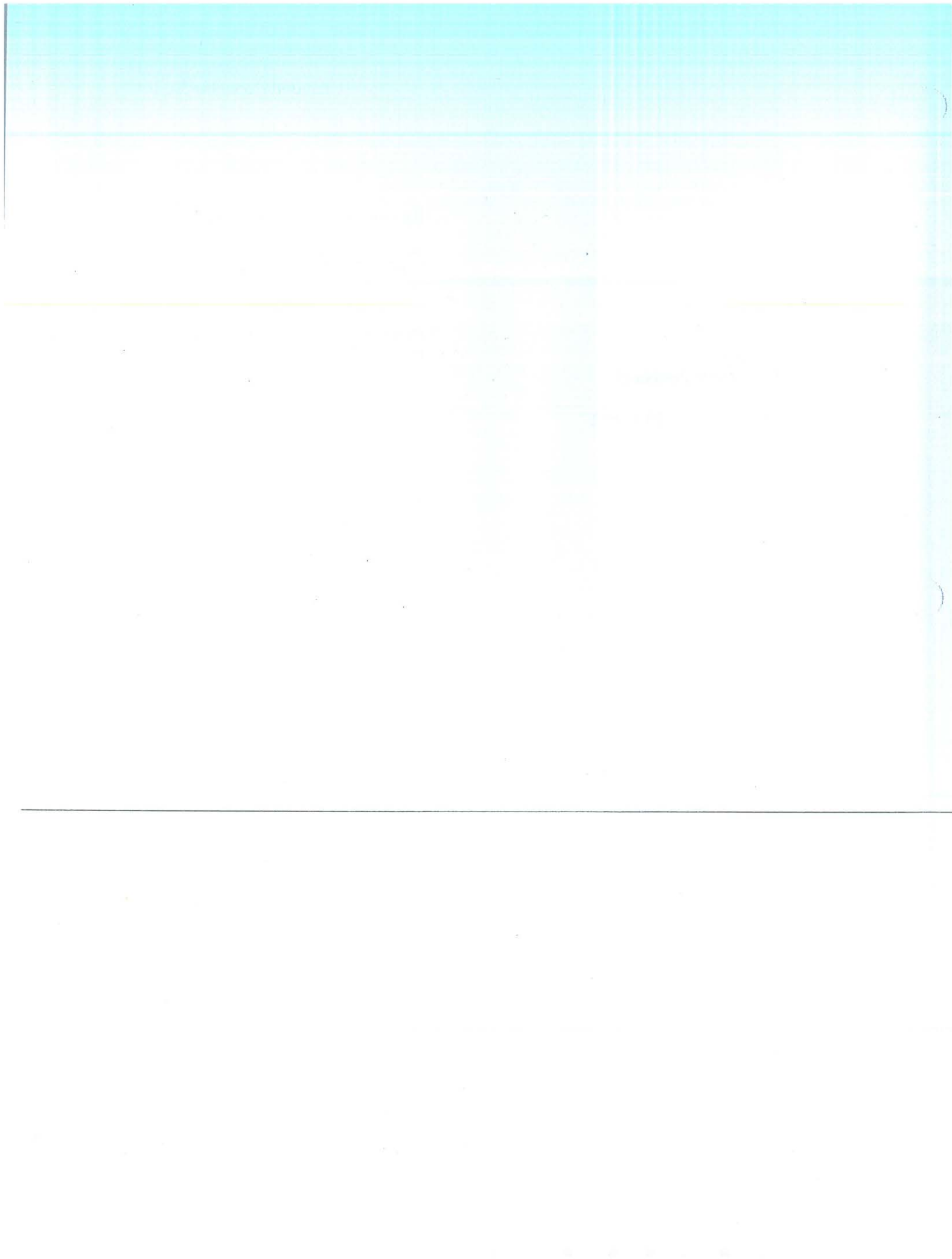
By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a horizontal line.

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

MPCCF Reference 20.1, 20.2



March 24, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Drug Operations

Joint Enforcement Operations

**DIRECTION AND CONTROL OF JOINT DEPARTMENTAL AND NARCOTIC
UNITS OPERATIONS**

479.00 PURPOSE

The purpose of this General Order is to establish a policy addressing the issue of direction and control of joint departmental and narcotic unit's operations.

479.01 DEFINITION

"Narcotic Unit" any law enforcement unit with the authority to enforce any federal, state, county or local ordinance related to controlled substances.

479.02 OFFICER'S RESPONSIBILITY

When any officer of the department is contacted by a narcotic unit's agent and requested to assist in making an arrest, conducting a search or serving a warrant, he will immediately notify his immediate supervisor of the request prior to taking any action. This procedure is not required if an officer is dispatched to, or happens upon an agent who is in need of immediate assistance and a delay would endanger the safety of the agent or other persons.

479.03 SUPERVISOR'S RESPONSIBILITY

-
- A. Upon notification of a narcotic unit agent's request for assistance, in cases where delay would not jeopardize the safety of the agent or other persons, the supervisor will meet with the agent and ascertain the details of the request. If the request does not require the deployment of department personnel in a position in which their safety is at risk (i.e. building entry, raid, high risk buy/bust arrest attempts, etc.) the supervisor will provide department assistance to the agent if department resources are available. When the patrol supervisor is notified he should contact the detective bureau supervisor or commander and advise him of the narcotics unit operation.
- B. If the request would require the placing of department personnel at risk or would require the deployment of more personnel or resources than are under the supervisor's control, he will immediately notify the Watch Commander.

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479.03 WATCH COMMANDER'S RESPONSIBILITY

- A. Upon notification of a narcotic unit's request for assistance, in cases where delay would not jeopardize the safety of an agent or other persons, the watch commander will meet with the agent-in-charge and coordinate the use of department personnel and resources.
- B. The narcotic unit agent-in-charge is responsible for planning the operation, briefing and directing all personnel involved. This includes department personnel as well as narcotic unit personnel.
- C. The watch commander is responsible for ensuring that adequate communications, briefing and equipment are provided to all personnel to accomplish the mission. In addition, the watch commander will coordinate department operations so that other department units do not interfere with the narcotic unit's operation. The communication section will be informed by the watch commander of the location and general scope of the operation before or at the time of the operation so that citizen's calls that might be created by the operation are handled properly.
- D. Watch commanders will advise all department personnel of the importance of not revealing the operation to others through word of mouth or radio transmissions that may be intercepted.
- E. If in the opinion of the watch commander, there does not exist adequate planning, equipment, manpower, communications, briefing, delineation of duties or other resources to fulfill the narcotic unit's request in a safe manner, he may refuse to provide department assistance.
- F. Every effort should be made to meet the request and full cooperation extended. However, the watch commander or the ranking commander in charge may refuse to support the narcotic unit operation if he believes that the safety of department personnel or others would be unreasonably endangered or that the operation is improper or illegal.

By order of:

COLONEL THOMAS JACKSON
Chief of PoliceDistribution

All Department Personnel

March 24, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Barking Dogs

BARKING DOG INCIDENTS

480.00 PURPOSE

The purpose of this General Order is to provide officers of the Ferguson Police Department with guidelines to follow when handling "Barking Dog" assignments.

480.01 POLICY

There are several issues to consider in dealing with "Barking Dog" assignments. The first one is keeping the peace between complainant and the dog's owner. Secondly, the public relations aspect in dealing with the involved parties which requires that the matter is handled in the most expeditious manner. Officers may adjust the procedural guidelines at their discretion based on the totality of the situation; however, supervisors should be notified of any modification of the above procedures.

480.02 PROCEDURE

- A. On the initial call for police assistance, the officer will first contact the reporting party and determine that a problem exists. On contact with the complainant, the officer will determine the location of the barking dog and the nature of the complaint. The officer will also explain to the complainant the department's procedures for handling "Dog Barking" incidents.
- B. The officer will then proceed to the animal's location and attempt to contact its owner. After explaining that the dog has been barking and creating a nuisance, the officer will give a copy of the city ordinance (Sec. 6-11) to the owner and will explain the department's "Dog Barking" procedures.
- C. If the animal's owner cannot be contacted, the officer will cause a letter to be sent through the records division that provides the above information.
- D. A C.A.D. (Computer Aided Dispatch) entry will be made reflecting either that the owner was contacted or a letter sent.
- E. On receipt of a second call to the same location for a "Dog Barking" assignment, the officer will complete a C.A.D. narrative referring to the first incident and using the complainant as the victim and reflecting the officer's observations. The officer will again contact both complainant and owner and inform both that the next time that a

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"Dog Barking Nuisance" call is received, a summons will be issued to the animal's owner.

- F. On receipt of a third "Barking Dog" call at the same location and the officer is able to personally verify the complaint; a summons will be issued to the dog's owner citing a violation of Ferguson Municipal Code Chapter 6-11. If the issuing officer cannot personally contact the owner, he will request officers from other shifts to make contact and serve the summons.
- G. If on receipt of a third "Barking Dog" call to the same location, the officer is unable to personally verify that a dog is creating a nuisance, an incident report and summons will be prepared using the complainant as the victim. The summons, the incident report and a signed complaint by the complainant will then be forwarded to the City of Ferguson Court for prosecution.
- H. The incident report will list all three dates and times of the "barking dog" nuisance calls and the subsequent accumulation and results of police service regarding the complaints.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Body-Worn Camera

In-Car Video Recording

OFFICER AUDIO AND VIDEO RECORDING EQUIPMENT

481.01 POLICY:

The Department provides body-worn camera(BWC's) recording devices to all officers and has installed mobile video recording systems in patrol cars with the expectation that this equipment will be used to provide a "record" of various citizen encounters occurring during a tour of duty and to assist in the gathering of evidence against a suspect. Failing to record incidents or any early termination of any recording may cast doubt on the actions of the officer. Deliberate or repeated failure to record incidents when mandated or tampering with any recording is prohibited.

481.02 PURPOSE:

The purpose of this Order is to provide officers with guidance for the use of available recording devices.

481.03 DEFINITIONS: None

481.04 BODY-WORN CAMERA RECORDINGS

A. Body-worn camera recorders provide the means for:

1. Video/audio recording evidentiary or copious notes
2. Recording incidents or contacts
3. Protecting officers against false complaints or allegations

B. Body-worn camera recorders shall be used in a professional manner at all times and shall not be used to record personal conversations between officers of the department, other City employees or officials. Electronic surveillance of a non-consenting two-party conversation of which the officer is not a part of said

conversation, or is not within normal hearing range of said conversation, is prohibited by Federal law.

481.05 USE OF BODY-WORN CAMERA RECORDERS

- A. Body-worn camera recorders will be used at all times to record contacts with the general public by:
 - 1. An officer performing his/her official patrol duties (e.g. motorist and pedestrian contacts, field interviews, calls for service, etc.), or
 - 2. A detective performing his/her official duties (e.g. interviews, interrogations, investigations, etc.)
- B. Patrol officers/detectives have the responsibility of carrying body-worn camera recorders for the reasons outlined above. To ensure immediate accessibility, body-worn camera recorders will be carried on the officer as standard equipment. At the beginning of each duty shift the officer shall narrate: name, DSN, date, shift hours, and watch commander's/supervisor's name.
- C. Patrol officers/detectives shall be responsible for the downloading and storage of recordings at the end of their shift so that the recordings are available for review. Officers/detectives shall ensure that they have sufficient media space to record the duty day's contacts.
- D. Recordings of evidentiary value should be packaged as evidence and held until final case disposition.
- E. Any officer who becomes involved in a controversial conversation or public contact/confrontation shall bring the incident to the attention of his/her supervisor or the Watch Commander as soon as practical prior to the end of the officer's shift.
 - 1. The Watch Commander shall review the recording and determine if it may lead to a complaint or if it contains audio/conversations of evidentiary value. If so, the Watch Commander shall send a notification electronically to the Patrol Commander including the day, date, time, officer's name, and nature of

the incident. The recording in question shall be retained and made available for immediate access by the Patrol and Support Services Division Commander and the Chief of Police.

2. The Department reserves the right to request and retain any recordings believed to be of value to an administrative investigation. Recordings will be stored in a secure area along with a record of the recording's chain of custody.

481.06 IN-CAR VIDEO RECORDERS

- A. In-car video recorders are automatically powered on when the vehicle is started. At the beginning of the officer's shift he/she shall test/verify that the in-car video recorder is working properly. Officers shall notify their supervisor of any deficiency as soon as possible. Officers shall not attempt to repair malfunctioning in-car video equipment.
 1. Officers shall ensure that the in-car video system is recording whenever the vehicle is being operated in any situation where a video or audio recording may be of evidentiary value. Some examples are:
 - a. Emergency vehicle operation (including accidents involving police vehicles)
 - b. Pursuits
 - c. Traffic stops
 - d. Arrests (including any use of force)
 - e. Whenever suspects are in the police vehicle (making statements or confessions)
 2. An audio recording may be of value even if the officer is out of view of the video camera. Therefore, the remote microphone shall be activated whenever the camera is recording. The officer must use either his/her department issued body-worn camera recorder or the in-car video microphone or the audio recording.
- B. The in-car video system is continually recording and captures activity 30 seconds before the emergency lights or remote microphone is activated. If an officer is involved in an auto accident or other noteworthy incident not already being recorded, the officer should activate the emergency lights or

remote microphone as soon as possible in order to capture the prior 30 seconds.

C. Terminating Recording

1. Turning off the emergency lights does not stop the Digital Video Recorder (DVR) from recording. The officer must manually stop the recording at the conclusion of the incident being recorded. Officers shall not turn the recording or camera off before the conclusion of the incident unless nothing useful is being recorded. Some examples are:
 - a. Stable accident scenes
 - b. Waiting for a tow truck
 - c. Road closings
 - d. Routine traffic direction assignments or traffic control
 2. Officers will be held strictly accountable if events indicate that the in-car video recorder should have been activated or continued recording but the officer manually terminated the recording.
- D. Any officer who becomes involved in a noteworthy incident that was recorded or should have been recorded shall bring the incident to the attention of the Watch Commander prior to the end of the officer's shift. The officer may be directed to immediately respond to the station and park the vehicle in the video downloading area.
- E. The Watch Commander can view and flag for future reference any video deemed to be significant. Flagged files may be copied to a portable media device and saved or packaged as evidence.
- F. Video recordings shall be spot checked on an internal basis by immediate supervisors or commanders to confirm proper police behavior, tactics, and adherence to Department policy/procedure.
- G. In-car video recordings are downloaded from the vehicle electronically to the server where they are stored. System programs prohibit the altering or deleting of video files. The system allows "view only" and is maintained in a secure area of the police department. If a video file is not flagged for reference, it will automatically be purged at the pre-determined interval (normally 90

days).

481.07 VIDEO RECORDING ARRESTED SUBJECTS

- A. Statements or confessions may be recorded at the booking counter, in the booking interview room, or in the Support Services Division interview room. Recordings of interrogations may be conducted with or without the knowledge or consent of the suspect.
- B. RSMo. 590.701, mandates that custodial interrogations of persons suspected of committing or attempting to commit the following crimes be recorded, when feasible, through the use of audiotape, videotape, motion picture, or digital recording:
 - 1. Murder in the first degree
 - 2. Murder in the second degree
 - 3. Assault in the first degree
 - 4. Assault of a police officer in the first degree
 - 5. Domestic Assault in the first degree
 - 6. Elder abuse in the first degree
 - 7. Robbery in the first degree
 - 8. Arson in the first degree
 - 9. Forcible rape
 - 10. Forcible sodomy
 - 11. Kidnapping
 - 12. Statutory rape in the first degree
 - 13. Child abuse
 - 14. Child kidnapping
- C. Recording custodial interrogations is NOT required in the following circumstances:
 - 1. Situations in which a person voluntarily agrees to meet with an officer/detective
 - 2. Detention that has not risen to the level of an arrest
 - 3. Routine arrest-processing questions
 - 4. Questioning pursuant to the completion of an Alcohol Influence Report
 - 5. Questioning during the transportation of a suspect

6. When the suspect requests the interrogation not be recorded
 7. Interrogation occurring outside the state
 8. During exigent public safety circumstances that prevent recording
 9. When a suspect makes spontaneous utterances
 10. When recording equipment fails
 11. When recording equipment is not available at the place of interrogation
- D. Officers/detectives will note in the report if a video recording was made of the booking process, chemical breath test, or interrogation and if the video recording was placed in evidence. Officers/detectives shall review the video recording prior to packaging as evidence in order to ensure that the DVD contains a quality recording.

481.08 SECURITY/HANDLING OF VIDEO FILES

- A. Video recordings shall not be viewed by anyone outside this department, without approval of the Chief of Police. Copying, releasing, altering, erasing, or allowing unauthorized viewing of a department video recording (or portion thereof) shall be grounds for disciplinary action and may expose an employee to personal liability. Internal requests for copies of in-car video recordings will be directed to the Watch Commander.
- B. If a copy of a video recording is made for evidentiary purposes, it shall be packaged, and handled as evidence. If a copy of a video recording is made for administrative review it shall be securely maintained by the Patrol and Support Services Division Commander. Additional copies of audio or video recordings will not routinely be made.
- C. If an external request for a copy of a video or audio recording is received from an authorized person, the request must be in writing and approved by the Chief of Police. Upon Chief's approval, a copy of the recording will be sent and the original video will be maintained by this Department. The requesting person/agency must acknowledge that the recording will be used for law enforcement purposes only. The Ferguson City Attorney, Ferguson Prosecuting Attorney, St. Louis County Prosecuting Attorney, and U.S. District Attorney are exempt from this requirement.

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D. Disposal/Destruction of Audio/Video Recordings

1. Audio/video recordings entered into evidence shall be retained until final court disposition. The Investigations Supervisor is responsible for directing the destruction and disposal of any recordings no longer needed as evidence.
2. Copies of audio or video recordings that are no longer needed to resolve citizen complaints or for training purposes will be turned over to the Commander of the Division of Support Services who shall be responsible for directing the destruction and disposal.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written in a cursive style.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 6.5

Date		Description		Amount	
1900	Jan 1	Balance		100.00	
1900	Jan 15	Received from John Doe		50.00	
1900	Feb 1	Received from Jane Smith		25.00	
1900	Mar 1	Received from Mr. Brown		75.00	
1900	Apr 1	Received from Mrs. White		30.00	
1900	May 1	Received from Mr. Green		40.00	
1900	Jun 1	Received from Mr. Black		60.00	
1900	Jul 1	Received from Mr. Grey		20.00	
1900	Aug 1	Received from Mr. Blue		15.00	
1900	Sep 1	Received from Mr. Yellow		10.00	
1900	Oct 1	Received from Mr. Purple		5.00	
1900	Nov 1	Received from Mr. Pink		3.00	
1900	Dec 1	Received from Mr. Brown		2.00	
1900	Dec 31	Total		400.00	

Date		Description		Amount	
1900	Jan 1	Balance		100.00	
1900	Jan 15	Received from John Doe		50.00	
1900	Feb 1	Received from Jane Smith		25.00	
1900	Mar 1	Received from Mr. Brown		75.00	
1900	Apr 1	Received from Mrs. White		30.00	
1900	May 1	Received from Mr. Green		40.00	
1900	Jun 1	Received from Mr. Black		60.00	
1900	Jul 1	Received from Mr. Grey		20.00	
1900	Aug 1	Received from Mr. Blue		15.00	
1900	Sep 1	Received from Mr. Yellow		10.00	
1900	Oct 1	Received from Mr. Purple		5.00	
1900	Nov 1	Received from Mr. Pink		3.00	
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1900	Dec 31	Total		400.00	

April 21, 2010

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Traffic Violators, Approach

Stopping Traffic Violators

STOPPING AND APPROACHING TRAFFIC VIOLATORS

482.00 PURPOSE

The purpose of this General Order is to establish policy and procedure for all encounters between police officers and citizens during traffic stops, arrests and investigative detentions.

482.01 POLICY

The Department respects and protects the rights of every individual and pledges to treat everyone fairly and without favoritism in all enforcement actions. All investigative detentions, traffic stops, arrests, searches and seizures of property by commissioned police officers will be based on a standard "reasonable suspicion" or "probable cause" as required by the Fourth Amendment of the U.S. Constitution and statutory authority.

All investigative detentions, traffic stops, arrests, searches and seizures of property based on race, ethnicity, gender, sexual orientation, religious beliefs, disability, handicap or health-related conditions, or economic level conducted without probable cause or reasonable suspicion, for the arrest, traffic stop or investigative detention are **strictly forbidden**. **Officers must be able to articulate specific facts, circumstances and conclusions which support probable cause or reasonable suspicion for the arrest, traffic stop or investigative detention.**

487.02 PROCEDURE

The stopping and approaching of persons observed violating traffic laws is an integral part of the day-to-day operation of the Division of Field Operations personnel. NO vehicle stop should be considered to be routine and there are inherent dangers in every vehicle stop.

A. Vehicle Stop Operations

Departmental personnel stop traffic violators as part of the department's overall traffic enforcement efforts. Nothing in this operational guideline precludes an officer from stopping a vehicle to offer assistance, [e.g. to inform the driver that an item was left on the roof or a substance is leaking from the car]. Violators are stopped and contacted for a number of reasons.

1. The primary purpose for all traffic enforcement activity is to gain voluntary compliance with traffic and other laws.
2. To warn or cite violators when appropriate
3. To locate and apprehend suspects
4. To act as a deterrent to other motorists

B. Location of Violator Stops

Personnel must consider a number of issues concerning the location for making a vehicle stop for traffic violation. Personnel may choose to delay a stop until a more suitable location is found. When stopping a violator personnel should consider:

1. Traffic congestion
2. Availability of a back-up officer, if needed
3. The roadway configuration - hill, curve, width, shoulder size, etc.

C. Radio Traffic

For officer safety reasons, personnel shall provide information to communications about all traffic violator stops. The following information should be relayed prior to initiating the stop:

1. Location of the stop
2. License number of violator's vehicle
3. Vehicle description
4. Reason for Stop (when deemed necessary)
5. Number and basic description of occupants (when deemed necessary)

D. Stopping the Violator

Personnel may use a number of techniques to gain the attention of violators and to get them to come to a stop. These include:

1. Activate the police vehicle's emergency lights
2. Sound the Police vehicle's horn
3. Shine the spotlight into violator's vehicle
4. Manually activate the police vehicle's siren
5. Full operation of the siren

E. Positioning of Police Vehicle

Personnel should position their police vehicle behind and in relation to the violator's vehicle in such a manner that affords the greatest amount of safety for the personnel and the violator. The police vehicle should be approximately fifteen feet to the rear

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of the violator's vehicle. There are two basic methods of positioning the police vehicle.

1. The offset method has the police vehicle, parallel with the violator's vehicle but offset two to three feet to the left on a traffic stop where the violator has pulled to the right side of the roadway.
2. The angle method has the police vehicle, at an angle with the front of the police protruding out to the left.

F. Approaching the Violator's Vehicle

The approaching of a violator's vehicle can put police personnel at risk. Personnel should develop good, safe habits for this process.

G. Contacting and Conversation with the Violator

1. Precautions should also be taken once personnel have reached the violator
2. The majority of violators contacted by police personnel are ordinary citizens who may form their entire opinion of the police department from one encounter on a traffic stop. Personnel should keep this and all safety precautions in mind during a traffic stop.
3. Explain the reason for the traffic stop to the violator
4. Do not lecture or "talk down" to the violator
5. Do not argue with a violator

H. Action Taken on Violations

In most situations, police personnel may use their discretion to determine the best method to deal with a violator. The goal of "voluntary compliance" should be kept in mind.

1. Personnel may issue verbal warnings to a violator for minor offenses or infractions.
2. Personnel may issue the violator a summons for the offense
3. Personnel may arrest certain violators.

I. Wanted and Driving Record Checks

1. Personnel should use the in car mobile data terminal to determine license information, wanted and/or driving history checks on violators. However, due to a number of situations this is not always practical. Personnel should use their judgment in requesting these checks.

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2. Personnel should consider the nature of the violation, actions of violator and the amount of time required to complete these checks when requesting them. These checks must be completed if a violator is arrested.

J. Issuing a Summons

When personnel issue a summons to a violator a number of steps must be completed prior to the release of the violator.

1. Explain the charge for which the summons was issued.
2. Summons the violator to the appropriate court [Municipal or Circuit Court] and explain the court location to the violator.
3. Assign the proper Court appearance date, time and location.
4. Explain to the violator whether the court appearance by the motorist is mandatory.
5. Circuit Court violations should be cited in court for the violation and the officer shall write in the court date section of the citation "To Be Notified".
6. Officers should explain available alternatives to the violator. The Violator should be advised if their appearance is mandatory or they may be allowed to enter a plea/and or pay the fine by mail or otherwise.
7. The violator's copy of the ticket, with envelope and fine/court cost instructions, will be given to the violator.
8. For detailed Traffic Ticket administrative procedures refer to General Order 453.00.

K. Completing a Violator Stop

Once a violator has been warned or a summons has been issued, the officer must continue to be cautious until the violator has left the location.

L. Stops at Night

It is important during all violator stops to be able to see the actions and movements of the occupants of the stopped vehicle. This becomes more difficult during nighttime hours.

M. High Risk Stops

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For a number of reasons, violator stops can become high-risk stops. An impaired driver or vehicle occupants who are wanted for the commission of some crime may pose an elevated threat to the safety of the officer.

N. Felony Vehicle Stops

Officers who have reason to believe a suspect [s] is armed, has committed a violent felony or possesses a significant threat to the officer shall conduct a felony vehicle stop on the suspects.

O. Role of the Backup Officer

The officer initiating a traffic stop may use his / her discretion on requesting a back-up officer.

P. Review of Vehicle Stop Practices

Guidelines for Biased Based/Racial Profiling review, reporting and training are contained in General Order 401.00.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp or seal.

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

These documents are being reviewed by the FBI and the Department of Justice. The results of the review will be reported to the President and the Vice President.

The review will also include a review of the documents that were provided to the President and the Vice President.

The review will be completed by the end of the month. The results of the review will be reported to the President and the Vice President.

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**Identity Theft

IDENTITY THEFT**483.00 PURPOSE**

The purpose of this General Order is to make officers aware of RSMo 570.223; Identity Theft, and establish procedures for reporting this offense.

483.01 DEFINITION

"Identity Theft", RSMo 570.223 "A person commits the crime of identity theft if he knowingly and with the intent to deceive or defraud, obtains, possesses, transfers, uses or attempts to obtain, transfer or use one or more means of identification not lawfully issued for his use." The first and second offenses are misdemeanors and the third offense is a felony.

483.02 BACKGROUND

The use of another person's identity to illegally obtain credit, goods, or services is a growing national problem. The type of identification stolen may include the victim's name, birth date, driver's license, passport, social security number, etc.

Individuals engage in identity theft for a number of reasons, such as to activate some type of customer service, cell phone, local phone or utility; obtain credit in the form of a loan or checking account, with purchases obtained through credit later charged to the victim; or to obtain a document such as a driver's license, birth certificate or prescription.

483.03 POLICY AND PROCEDURE.

Officers will prepare an original Identity Theft report when any element of the crime occurs in the City of Ferguson (e.g., location that identification was fraudulently obtained or location of services received, purchased or ordered.)

A. Example

A resident of Ferguson reports they received a credit card bill which indicates their identification was used to open a charge account at a department store located in unincorporated St. Louis County. The resident states he did not open the account. The officer will prepare an original Identity Theft report as follows:

1. The reporting officer will request that the victim provide documentation of fraud such as an affidavit of forgery, a billing statement from the creditor

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showing debt, invoices, receipts, etc. A credit report from a credit bureau reflecting debt is NOT acceptable.

2. A police report will NOT be prepared if the victim cannot provide some type of documentation of the theft.

B. Report Procedure

1. The reporting officer will seize the documentation and package it as evidence following all General Orders associated with collection and forwarding of evidence.
2. The reporting officer will note in the narrative portion of the report any names and phone numbers that the victim has contacted regarding the Identity Theft.
3. The reporting officer will provide the victim with the complaint number and the following instructions:
 - a. Suggest the victim contact the establishments, credit card companies, Internet Company, service provider, etc., where their identity was fraudulently used, The victim should explain they have made an Identity Theft report and encourage the companies to report the fraudulent use to the appropriate jurisdiction.
 - b. Suggest the victim request new account numbers.
 - c. Suggest the victim contact the following credit bureaus and notify them of the theft.

TRANS UNION	1-800-916-8800
EQUIFAX	1-800-846-5279
EXPERIAN	1-888-397-3742
SOCIAL SECURITY	1-800-772-1213

483.04 IDENTITY THEFT OUTSIDE JURISDICTION

When the Identity Theft occurs outside the jurisdiction of the Ferguson Police Department, the victim will be instructed to contact the appropriate law enforcement agency. The officer will also inform the victim of the remedies identified in sections 483.03 B.3.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Attachment: Police Officer Guide

Distribution: All Department Personnel

FERGUSON POLICE DEPARTMENT
222 S. FLORISSANT RD., FERGUSON, MO 63135
(314) 522-3100

A Police Officer's Guide to receiving complaints regarding Identity Theft and the subsequent compilation of information for successful prosecution.

RSMO Chapter 570.223, Identity Theft Defined:

1. A person commits the crime of Identity Theft if he knowingly and with the intent to deceive or defraud obtains, possesses, transfers, uses, or attempts to obtain, transfer or use, one or more means of identification not lawfully issued for his use.
2. Identity theft is punishable by up to six months in jail for the first offense; up to one year in jail for the second offense; and one to five years imprisonment for the third or subsequent offense.
3. In addition to the provisions of subsection 2 of this section, the court may order that the defendant make restitution to any victim of the offense. Restitution may include payment for any costs, including attorney fees, incurred by the victim:
 - (1) In clearing the credit history or credit rating of the victim; and
 - (2) In connection with any civil or administrative proceeding to satisfy any debt, lien, or other obligation of the victim arising from the actions of the defendant.

EXAMPLES:

Suspect uses the victim's Social Security Number to obtain credit in victim's name, and then declares bankruptcy in the victim's name to avoid detection. Victim has no idea that the fraud has occurred until he applies for, and is denied a mortgage on his home.

Suspect uses the victim's Social Security Number to obtain a job, thereby avoiding the payment of taxes. (Many deadbeat parents use this so that their spouse or Law Enforcement Agency does not easily trace their income)

Suspect applies for credit using the names of elderly couple. \$20,000 is charged to the accounts before the fraud is detected.

Suspect obtains private information from the victim and is able to have telephone service provided to him at no cost.

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DEFINITION OF PERSONAL IDENTIFYING INFORMATION, (as used in this section), means the name, address, telephone number, driver's license number, social security number, place of employment, employee identification number, mother's maiden name, demand deposit account number, saving account number or credit card number of an individual person.

RECEIVE THE COMPLAINT:

1. Complainant must be a resident of the City of Ferguson, as the jurisdiction for the crime of Identity Theft, is where the impersonated victim resides.
2. Complainant will usually have some documentation supporting his claim of Identity Theft, i.e.:
 - A. Credit Card Account
 - B. Bank Statement
 - C. Telephone/Utility Bill
 - D. Notice from Collection Agency

NOTE: This form should be seized as evidence. A copy should be provided to the victim for their records.

3. The complainant must complete a written statement regarding the known facts of the incident. This statement should also be seized as evidence.
4. The Police Officer handling the incident will complete a written report concerning the matter and the victim will be provided with a Police Report Number.
5. While the Department may investigate the Identity Theft, this does not necessarily mean it will handle the entire case. If the suspect(s) are committing other crimes in the name of the victim, in other jurisdictions, those respective law enforcement agencies are responsible for writing an incident report and investigating the separate offenses.

EXAMPLE: Victim lives in Ferguson. Suspect files a "Change of Address Form" at the local Post Office and obtains a pre-approved application for a credit card that was addressed to the victim. Suspect completes the application, using the victim's personal information, and the credit card is issued to the suspect. The suspect drives to Northwest Plaza in St. Ann, Missouri, and uses the card to purchase \$10,000 in merchandise. Ferguson Police Department would be responsible for the report of Identity Theft, but St. Ann Police Department would be responsible for the report of Fraudulent Use of a Credit Device. The Postal Inspector's Office should also be contacted by the victim to report the fraudulent completion of the Change of Address Form.

6. Police Officers should advise the victim to call the three credit bureaus and have a "Fraud Alert" placed on their account. This alert flags the victim's account, and notifies the victim when an inquiry occurs. The alert will continue for 90 days, but

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can usually be extended if the victim provides the credit bureau with a copy of the police report. The police report should reference this notification by the victim.

EQUIFAX:

To report fraud, call 1 (800) 525-6285 or write to Equifax Credit Information Services Inc. P.O. Box 740241, Atlanta, and Ga. 30374

To order a copy of your credit report (usually \$10.00), call 1 (800) 846-5279, or write to P.O. Box 740241, Atlanta, Georgia 30374-0241.

EXPERIAN: (formerly TRW)

To report fraud, call 1 (888) EXPERIAN or 1 (888) 397-3742, fax to 1 (800) 301-7196, or write to P.O. Box 1017, Allen, Texas, 75013.

To order a copy of your credit report (usually \$10.00), call 1 (888) EXPERIAN, or write to P.O. Box 9532, Allen, Texas, 75013.

TRANS UNION:

To report fraud, call 1 (800) 680-7289 or write to P.O. Box 6790, Fullerton, California 92834.

To order a copy of your credit report (usually \$11.00), call 1 (800) 888-4213 or write to Tans Union, P.O. Box, 1000 Chester, PA. 19022

7. Police Officers should also advise the victim to obtain a copy of their credit report from all three credit bureaus. The victim should examine each report, as some activity may show on one report and not the others. (Different credit bureaus occasionally receive reports from different sources) Officers should instruct the victim to register their complaint with the Federal Trade Commission at **1 (877) ID-THEFT**, so their information is placed into the national database. This is a secure consumer fraud database and may, in appropriate instances, be shared with other law enforcement agencies and private entities, including any companies about which the victim might complain.
8. As the victim reports the incident to other entities, i.e.: United States Secret Service, United States Postal Service, Department of Revenue, Social Security Administration, and other law enforcement agencies, he or she should contact the reporting officer, so that information can be referenced in the original police report.
9. Officers should provide the victim with a copy of the Department's *Victim's Guide to Identity Theft*.
10. Depending on the circumstances of the theft, the officer may want to advise the victim to contact their Bank or Financial Institution and find out which check

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verification company handles their accounts. The victim can then contact the check verification company's fraud division to report the matter. Contact numbers for the major check verification companies follow:

Check Rite	(800) 627-0041
ChexSystems	(800) 428-9623
CrossCheck	(800) 552-1900
National Processing Co. (NPC)	(800) 925-0230
TeleCheck	(800) 710-9898

11. In cases where the victim's Social Security Number has been fraudulently used for any reason, the victim should be advised to contact the Social Security Administration's Fraud Division at **1 (800) 269-0271**. The victim can request a copy of his/her Earnings and Benefits Statement by calling **1(800) 772-1213**.

12. In cases where the suspect used the Postal Service to defraud, officers should advise the victim to contact United States Postal Inspector's Office:

Mail Fraud or Theft: 1 (877) 876-2455

13. In cases where the suspect used the victim's Social Security Number or name to obtain a drivers license or a non-drivers license, officers should advise the victim to contact the Missouri Department of Revenue Criminal Investigations Division at (314) 877-0393.

14. RESOURCES:

Federal Trade Commission
United States Postal Inspection Service
United States Secret Service
Federal Bureau of Investigation
Social Security Administration
Better Business Bureau
National Fraud Information Center
National Consumers League
Missouri Department of Revenue

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Construction sites, Traffic Control
Escorts
Special Events, Traffic Control
Traffic Control, Officer Duties

TRAFFIC DIRECTION AND CONTROL

485.00 PURPOSE

The purpose of this General Order is to establish procedures for traffic direction and control within the City of Ferguson by Ferguson Police Department personnel.

485.01 POLICY

Officers of the Ferguson Police Department will perform traffic direction and control functions as outlined in this General Order, to ensure the safe and efficient movement and control of vehicles and pedestrians within the City.

485.02 PROCEDURES

A. Division of Field Operation

1. Traffic Direction and Control Responsibilities

- a. Provide traffic direction and control during emergency conditions.
- b. Provide traffic direction and control at the scene of motor vehicle crashes to protect emergency responders while maintaining a flow of traffic when applicable.
- b. Enforce emergency rules (within legal constraints) to expedite the flow of traffic during conditions when normal traffic rules are inadequate.
- c. Provide travel aid (e.g., direction) to motorists unfamiliar with the community.

2. Equipment

- a. In order to enhance officer safety and driver recognition and response, each officer will be issued and required to wear reflective clothing at

all times, while directing traffic or in the roadway controlling traffic:

1. A reflective traffic vest,
2. A reversible raincoat with one side being of a high visibility color.
3. All officers will be instructed in the use of uniform hand signals and gestures to enhance driver and pedestrian recognition and response to their directions.
4. The 2012 Manual on Uniform Traffic Control Devices (MUTCD) is posted in the muster room. To view the 2012 MUTCD and related information, go to <http://mutcd.fhwa.dot.gov/kno>.

B. Temporary Traffic Control Devices

1. The proper utilization of temporary traffic control devices (e.g., movable barriers, portable stop signs) will be determined by the shift supervisor.
2. When the decision is made to utilize such devices, the Ferguson Street Department will be responsible for their deployment.

C. Traffic Direction and Control for Special Events

1. Contingency plans for traffic direction and control during special events will be issued by the Commander of Field Operations or his designee and will address, but not be limited to, the following:
 - a. Ingress and egress of vehicles and pedestrians;
 - b. Provisions for parking;
 - c. Provisions for spectator control;
 - d. Provisions for public transportation;
 - e. Provisions for the news media;
 - f. Alternate routes for through traffic;
 - g. Temporary traffic controls and parking prohibitions;
 - h. Emergency vehicle access.

D. Traffic Direction and Control at Fire Scenes

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1. Traffic direction and control at fire scenes will be the responsibility of the Ferguson Police Department.
2. Officers at the scenes of fires will ensure that all police vehicles are parked in a manner that does not inhibit firefighting operations.
3. Officers on the scene of fire and EMS operations on the interstate highway should ensure traffic lanes are opened whenever possible and provide traffic direction and control away from fire and EMS personnel. This may require a request to move a fire department vehicle. In this event, a police supervisor should make the request to a fire department supervisor.

E. Traffic Direction and Control during Adverse Road and Weather Conditions

1. Traffic Safety Officer and Uniformed Patrol Officer Duties and Responsibilities
 - a. Make an onsite determination as to the necessary notifications, equipment and barriers.
 - b. Advise a supervisor of the situation.
 - c. Advise Communications to contact the appropriate agencies needed to alleviate the hazard if appropriate.
 - d. Advise Communications if conditions warrant the closing or limiting the access of a road.
2. Duties of Dispatch
 - a. Contact and advise the appropriate agencies (e.g., Public Utility Companies, State, County or City Street Departments).
 - b. Advise the Shift Supervisor.
 - c. Advise the Ferguson Fire Departments of any closed or obstructed roadways.
 - d. Notify adjacent community police agencies where appropriate.

F. Traffic Direction and Control for Construction Road Jobs

When a request is made for traffic assistance at a roadway construction site, a supervisor will be notified and the request for assistance evaluated. Traffic safety officers should be utilized for traffic control functions when ever available. The assistance rendered to roadway construction sites should be of temporary nature, i.e., temporary roadway shut down to move

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equipment. Any requests for long-term traffic control should be made through the Office of the Chief of Police.

G. Escorts

Escorts may be provided for oversize loads, funerals and other special events at the discretion of the shift supervisor. The supervisor will evaluate requests and assign the appropriate number of officers. Officers escorting funerals will ensure that traffic at an intersection is stopped in both conflicting directions before leading a procession through. Officers should have their emergency lights activated during an escort. Additional officers may be required for handling critical intersections if a large number of vehicles are involved in the procession. This section does not apply to the transportation of sick or injured persons in emergency situations; that issue is covered in General Order 404.00.

H. Training

The supervisors of the Division of Field Operations will semi-annually review Traffic Direction and Control Function to their respective squads. The training will be documented by the supervisor.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

August 1, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Accident Reports, Release of
Bureau of Investigations, fatal traffic crashes
Communications, dispatcher responsibilities for traffic accidents
Disturbances at traffic crashes
Enforcement, traffic summons resulting from traffic crashes
Evidence, serious and fatal crashes
Form 155, Traffic Accident Reconstruction Checklist
Leaving the Scene of an Accident
Missouri State Highway Patrol, call out for accident investigation
Missouri Uniform Accident Preparation Manual
Reconstruction
S.T.A.R.S. Report, when required
Traffic crash investigation, private property
Traffic crash investigation, public roadway

REPORTS, REPORTING AND INVESTIGATING ACCIDENTS**486.00 PURPOSE**

The purpose of this General Order is to establish department policy and procedure for the response to and investigation of motor vehicle traffic crashes.

486.01 POLICY

- A. Officers of the Ferguson Police Department will respond to and investigate all traffic collisions reported at the time of their occurrence, whether on public or private property, involving death or injury, damage to public vehicles or property, hit and run, impairment of an operator due to alcohol or drugs, hazardous materials, disturbances between principals, major traffic congestion as a result of the collision or damage to vehicles to the extent towing is required. Officers will prepare written reports on all motor vehicle traffic accidents occurring on the public streets or private traffic ways where required by Missouri State Statute. When not required by law on public streets, private traffic ways or when crashes occur on private property, reports will be prepared as a courtesy to the public when patrol officer staffing and calls for service allow.

Missouri State Statute 43.250 Law enforcement officers to file accident reports with patrol, when.-

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Every law enforcement officer who investigates a vehicle accident resulting in injury to or death of a person, or total property damage to an apparent extent of five hundred dollars or more to one person, or who otherwise prepares a written or computer-generated report as a result of an investigation either at the time of and at the scene of the accident or thereafter by interviewing the participants or witnesses, shall forward a report of such accident to the superintendent of the Missouri State Highway Patrol within ten days after his investigation of the accident, except that upon the approval of the superintendent of the Missouri State Highway Patrol the report may be forwarded at a time and/or in a form other than as required in this section.

- B. The January 1, 2012 edition of the Missouri Uniform Accident Report Preparation Manual will be kept in the roll call room and will be used as the sole guide for the preparation of traffic accident reports.
- C. Late reported collisions (i.e., walk-ins) will be investigated if the collision involved or resulted in:
 - 1. Death, or;
 - 2. Injuries requiring medical attention, or;
 - 3. Damage to the property of any one individual, including the operator, in excess of \$500, or;
 - 4. Hit and run, evading responsibility to include giving false information to victim at the time of an accident when the police were not called, or;
 - 5. A school bus or government vehicle, or;
 - 6. Within 48 hours of an accident and all involved parties are present for the report.
- D. If the above criteria is not met or cannot be substantiated or the complainant cannot supply enough information so that a State Traffic Accident Report (STARS) can be completed, no investigation or report will be made.
- E. The response to non-injury property damage only traffic crashes, where all vehicles are movable, may be suspended in the event of emergencies and severe weather at the direction of the on-duty supervisor. In this event, the dispatcher will request involved parties to exchange information and report to the station at a later time for a report.

486.02 DEFINITIONS

- A. **Crash Investigation** - Basic information to be reported on the STARS form when required. Basic crash investigations may include obtaining roadway measurements,

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skid mark measurements and crash scene photographs when required by this General Order.

- B. ***Crash Reconstruction*** - Detailed investigation performed by trained personnel who used scientific and mathematical means to determine specific causes of motor vehicle crashes.
- C. ***Motor Vehicle*** - Any mechanically or electrically powered device not operated on rails, by which persons or property may be transported or drawn on a highway. This includes any trailer, coaster, sled, etc., being towed or any device, which when attached, is set in motion by a motor vehicle. The load or occupants upon or in the motor vehicle are considered part of the motor vehicle.
- D. ***Motor Vehicle in Transport*** - The state or condition of a vehicle when it is used primarily for moving persons or property (including the vehicle itself) from one place to another and is; in motion; or, in readiness for motion; or, on a roadway, but not parked in a designated area.
- E. ***Motor Vehicle Traffic Accident*** - The following criteria must be present for an event to be classified as a motor vehicle traffic accident; occur on a traffic way; involve a motor vehicle in transport; cause property damage, injury, or death; be unintentional.
- F. ***Private Property Crash*** - Collision involving a motor vehicle as defined by state law occurring on property not owned by or maintained by government entity.
- G. ***S.T.A.R.S.*** - State Traffic Accident Reporting System, this report is the only one approved by the Missouri State Highway Patrol for the reporting and submission to the MSHP Traffic Division as required by Missouri State Statute 43.251.
- H. ***Traffic way*** - Any land way open to the public as a matter of right or custom for moving persons or property from one place to another (includes private property open to the public).

486.03 PROCEDURES

- A. Responsibilities of the Dispatcher
 - 1. Upon receiving a report of a traffic collision, the dispatcher will obtain the following information from the reporting party:
 - a. Location of the collision;
 - b. The existence and extent of injuries;
 - c. Any observable or immediate hazards;

- d. Name and call back number of the reporting party;
 - e. If an evading or hit and run accident is involved, obtain available information regarding the description of the vehicle, its direction of travel and any apparent damage.
- 2. Will dispatch the necessary police, fire and emergency medical units;
 - 3. Dispatchers will designate a patrol unit the responsibility of investigating the collision and being in charge at the scene when available.

B. Responsibilities of the Investigating Officer

- 1. The officer assigned to investigate the collision will respond in accordance with General Order 403.00 *Response to Emergency Calls*;
- 2. Upon arrival, the investigating officer should:
 - a. Safeguard the scene to prevent any further harm, utilizing the patrol vehicle, road flares and safety cones;
 - b. Account for all injured parties and administer first aid and provide basic life support until the arrival of emergency medical personnel;
 - c. In the event of a fatality, as soon as possible the deceased body should be covered from public view and the St Louis County Medical Examiner's Office notified;
 - d. Request the Fire Department in case of vehicle fires and extinguish the fire with available equipment;
 - e. In the event of collisions involving hazardous material (HAZ MAT) carriers and spills, first responders should take special precautions before approach to include, observations of the spill and HAZ MAT placards on vehicles. This information should be immediately communicated to responding fire and EMS personnel. Only specially trained and equipped personnel should enter areas where hazardous materials may be encountered or suspected. Caution should be used in deploying flares. (*For additional on Hazardous Materials/Fires see subsection K*);
 - f. Identify, locate and interview the operators of all vehicles involved;
 - g. Respond to the hospital to complete information on transported injured parties;

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- h. Notify the supervisor in the event of any serious or fatal injuries;
 - i. Determine if additional police units are needed for traffic control, protecting the scene or assisting the investigation;
 - j. Request any specialized equipment (i.e., camera);
 - k. If the roadway is obstructed, establish traffic patterns around the scene to reestablish the flow of traffic;
 - l. Note and mark the positions of the involved vehicles and make arrangements to have the vehicles removed; note any effects of the collision on the roadway;
 - m. Obtain the names and statements of witnesses;
 - n. Ensure the necessary measurements are obtained;
 - o. Collect and preserve evidence;
 - p. If the property owner is unable to care for it, ensure that property belonging to collision victims is protected from theft and is removed to a place of safekeeping. Property will be inventoried and packaged per department procedure;
 - q. During the investigation, if evidence indicates one or more drivers involved is impaired by alcohol or drugs, or other serious violation of law is apparent, take the appropriate enforcement action consistent with the elements of the violation according to State Statute and department policy;
 - r. Complete the State Traffic Accident Report Form through L.E.T.S.;
 - s. Ensure information between principals is exchanged;
-
- t. In the event of a disturbance between principals, parties should be separated and interviewed separately and if evidence indicates criminal assault occurred, appropriate enforcement action should be taken in accordance with department policy.

C. Responsibilities of the On-Scene Supervisor

- 1. Serious or fatal injury collisions require immediate notification of the shift supervisor;
- 2. The supervisor, upon arrival, will:

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- a. Evaluate the conditions at the scene and notify the Chief of Police, if appropriate;
- b. Assign a member of the Traffic Safety Unit to investigate the collision if it involves a fatal or potentially fatal injury. If no Traffic Safety Unit (Officer) is on-duty, the supervisor will notify the Traffic Safety Unit Supervisor and call in a Traffic Crash Reconstruction Officer if the accident is a fatality, potential fatality or if felony criminal charges will be sought against a driver for serious injury resulting from the driver's actions;
- c. Utilize the Crime Scene Technician for photos and video, if necessary;
- d. Assist and advise the investigating officer;
- e. Assign additional personnel, as needed, to assist in traffic control and maintaining safety at the scene;
- f. Notify the Bureau of Operational Support if death is eminent or criminal charges may result.

D. Responsibility of the Assigned Secondary Units

1. Assist the investigating officer in safeguarding and clearing the scene, traffic direction and crowd control;
2. Perform the necessary tasks as assigned by the supervisor at the scene.

E. Responsibility of the Investigating Officer at Fatal or Serious Injury Collisions

1. The Investigating Officer will have the primary responsibility for the investigation of all motor vehicle collisions involving fatal or potentially fatal injuries. ~~If the accident is of the nature requiring reconstruction the~~ Investigating Officer shall make the request to the on-duty watch commander. The on-duty watch commander shall ensure that the crash meets the criteria for reconstruction, i.e. fatality, potential fatality or serious injury where criminal charges may be issued against a driver before calling in a Ferguson Police Traffic Re-constructionist. If a situation exists where a Ferguson Police Traffic Re-constructionist is unavailable or additional reconstruction expertise is needed, the **Missouri State Highway Patrol** or the **St. Louis County Criminal Traffic Investigation Unit (CTIU)** may be contacted for assistance (see 486.02.G for further information);

NOTE: The Missouri State Highway Patrol may take the investigation of traffic accidents occurring on Interstate 270 and other State roadways. If they

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initiate the investigation, FPD officers will assist them as needed and no FPD report is necessary.

2. In addition to the specific responsibilities outlined in Section B of this General Order, the Traffic Safety Unit will also be responsible for the following duties when conducting fatal or serious injury collision investigations:
 - a. Completing a final scale diagram;
 - b. Obtaining driving records of all operators involved;
 - c. Collision reconstruction;
 - d. Obtaining roadway lighting conditions, if relevant;
 - e. Coordinating with the Bureau of Operational Support for the application of for a search and seizure warrant for involved vehicles if action is contemplated against either the registered owner of the vehicle or anyone who can later claim to have a standing in the vehicle;
 - f. Accompanying the Crime Scene Technician to inspect the involved vehicles, taking photos and retaining evidence as necessary;
 - g. Completing all required reports as dictated by reconstruction training and the needs of the court.

F. Responsibility of the Crime Scene Technician at Fatal or Serious Injury Collisions

1. Photograph and videotape the scene;
2. Number each photograph and videotape (if deemed necessary);
3. ~~Submit a supplemental report giving a brief description of photos and videotape taken, detailing the officer's involvement in the investigation;~~
4. Collecting and packaging evidence per department policy.

G. Professional or Technical Assistance

In most cases, Ferguson Police personnel will handle crash investigations. The Ferguson Police Department is a member of the St. Louis County Criminal Traffic Investigation Unit (CTIU). This unit may be utilized in the event of a fatal accident requiring accident reconstruction when Ferguson Police personnel need additional assistance.

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When a supervisor determines that there is a need for a Traffic Crash Reconstruction Officer, the on-duty supervisor can request CTIU activation by calling the Creve Coeur Police Communications Center.

To qualify for a CTIU activation, the seriousness of the accident must be such that a felony arrest was made or the situation has the potential for felony charges directly related to the accident, and at least one of the following apply:

1. Fatality accident (multiple fatalities or a single fatality as long as it is not the driver on a one-car crash);
2. Serious disabling injury (involving felony charges);
3. Serious disabling injury to any person in a crash involving a city or county owned vehicle;
4. Serious disabling injury resulting from a police pursuit;
5. Any serious accident that may result in civil liability for the requesting agency.

When CTIU responds to conduct a crash reconstruction, they normally handle only the on-scene investigation. CTIU is not responsible for traffic direction, suspect/witness interviews and warrant application. CTIU may utilize the St. Louis County Crime Scene Unit for processing and photography.

H. Special Circumstances

Motor vehicle collisions on public roadways or private property where a report would otherwise not be required, the Ferguson Police Traffic Accident Information Exchange Card may be used. An incident number will be obtained from dispatch with a C.A.D. entry that no report was required and both involved parties exchanged information. The forms will be used under the following circumstances:

1. The motor vehicle collision involves property damage only; and
2. The motor vehicle collision does not require a Missouri State Traffic Accident report by statute (RSMo 43.250); and
3. No police traffic enforcement action can be taken.

I. Towing of Motor Vehicles

1. Under normal circumstances, the drivers of the involved vehicles may request any wrecker that can respond within 30 minutes;

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2. If the driver has no specific request, the department will utilize the towing services of those agencies with current City contracts;
3. If the wreckers requested do not respond within 30 minutes, another wrecker may be requested;
4. In fatal collision or anticipated fatal collision investigations, the investigating officer will ensure that the vehicles are towed and that the service towing the vehicles can properly secure the vehicles as evidence;
5. The investigating officer will ensure that the Evidence Manager is notified of the towed vehicle's location, the case number, and the investigating officer's name.

J. Reporting Procedures

1. All motor vehicle collision investigations will be reported on the "Law Enforcement Traffic system" (LETS);
2. If a collision report has to be supplemented, the "Law Enforcement Traffic System (LETS) will be used;
3. Vehicles involved in the collision are to be placed in the vehicle section of the collision report only if contact was made with this vehicle. In the event a vehicle was involved in a collision but no contact was made, describe this vehicle, along with the operator's name, address and date of birth in the narrative;
4. In the event a parked vehicle, unoccupied, is involved in the collision, the following will be done:
 - a. If the vehicle is legally parked do not put in operator. Write in "Parked Vehicle" in the operator's name section and complete the registered owner section as required;
 - b. Illegally parked vehicles will require the operator's name and driver information, and it should be cited in the narrative of the report if the illegal parking was a contributing factor in the collision.
5. Officers will normally complete and submit the collision report prior to the completion of their shift;
6. Exceptions may be collisions involving evading / hit and run vehicles, or collisions involving lengthy or complex investigations;

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7. Officers will complete collision reports prior to going off duty, if they will be off the next day;
8. Exceptions will be authorized by a supervisor only;
9. Officers investigating a fatal collision or anticipated fatality will submit a preliminary police collision report prior to completing his tour of duty. This will be used for the preparation of a *Press Release*;
10. Every fatal collision will have an investigating officer and supervisor assigned;
11. If the Department receives additional information provided through letters, statements, or other sources of information regarding a collision currently or previously investigated by the Department, the original investigating officer shall conduct a follow-up investigation to determine if the information is "new", "old", "immaterial", or irrelevant;
12. If the information provided is found to be "new", the original investigating officer will complete a supplemental report explaining the "new" information. If further information follow-up investigation is necessary, it will be the responsibility of the original investigating officer to conduct that follow-up investigation;
13. If the original investigating officer concludes that the information supplied is "old", "immaterial" or "irrelevant", he shall explain these facts and conclusions in a supplemental report;

Note: A supervisor will review and clear the supplemental report. All information supplied through letters, statements or other sources will be attached to a supplemental report.

K. Accidents involving Hazardous Materials and/or Fire Hazards

1. Officers responding to accidents should always be alert for the potential of a hazardous material spill or leak. Officers should approach any suspected hazardous material situation from upwind and approach only to a safe distance. Only properly equipped and trained personnel will enter the hazardous material zone;
2. Officers suspecting a hazardous material situation should consult the Hazardous Materials Response Guide that is assigned to each police vehicle. The placard on cargo vehicles will be referenced in the Guide in an attempt to make preliminary identification of the cargo in question. In addition, officers may request communication personnel make a REJIS inquiry of the placard for additional information;

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3. In all hazardous material/fire situations, the Fire Department will be notified immediately. The Fire Department will take control of the hazardous material situation upon their arrival and the officer will continue to assist as needed;

4. The officer suspecting a hazardous material situation will request a supervisor immediately;

5. The officer will take appropriate steps to:

- a. Stabilize and protect the scene;
- b. Remove persons from the threat zone;
- c. Suppress flames if possible; and
- d. Control traffic in and around the threat zone.

L. Accidents Involving "Leaving the Scene of an Accident"

1. In the event that the accident involves one or more persons "leaving the scene of an accident", the responding officer will fully investigate the accident in attempt to obtain the following information:

- a. Description of suspect vehicle including possible damage;
- b. Description of driver and occupants of suspected vehicle; and
- c. Direction of travel by suspect vehicle;
- d. The officer will provide "Communications" with the descriptive information for broadcast to other units and agencies;
- e. Collect all evidence at the scene.

2. Follow-up investigations of "Leaving the Scene" cases will be assigned to the Bureau of Operational Support after the officer has exhausted all leads and has:

- a. Re-contacted drivers, passengers, and witnesses;
- b. If appropriate, canvassed the area of the accident for additional witnesses; and
- c. Interviewed suspects.

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M. The Department reports all traffic accidents in accordance with the State Traffic Accident Reporting System (S.T.A.R.S.) A Missouri S.T.A.R.S. report is required when an accident meets any of the following criteria:

1. Crash involving a death or a personal injury (Long Form)
2. Property damage crashes (\$500 and above):
 - a. An emergency vehicle (Long Form);
 - b. Hazardous Materials (Long Form);
 - c. Damage to government Property (Long Form);
 - d. A public conveyance (includes all school buses) (Long Form);
 - e. A driver leaving the scene of an accident (Long Form);
 - f. Completion of Commercial Motor Vehicle Section (Long Form);
 - g. A pedestrian (Long Form) or
 - h. Railway vehicle (Long Form).
3. All other property damage crashes (\$500 and above) (Long or Short Form).
4. All property damage crashes less than \$500 (Report not required for STARS entry).
5. Any other situation where, in the officer's or supervisor's discretion, a report is warranted.

N. Collision Investigation Equipment

Each Traffic Safety vehicle will be equipped with a traffic accident investigation kit. The kit will contain accident investigation tools such as marker paint, roll tape, crayon or chalk marker, ruler, straight edge and collision template. In addition, the Traffic Safety Vehicle will be equipped with a wheeled tape measuring roller, and traffic cones. Reconstruction equipment (drag sled, levels, and such) will be stored in either the Traffic Safety Vehicle or the traffic locker and easily available when needed. Extra supplies will be kept in the traffic safety locker located in the locker room of the police department.

All fatal, potential fatal and serious injury crashes where criminal charges may be filed will require follow-up investigation to include collecting off-scene data, obtaining and recording formal statements from witnesses, reconstructing collisions by trained personnel, using expert and technical assistance, and preparing formal reports to support criminal charges. The

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investigation may require additional data about the driver, pedestrian, vehicle, roadway controls, or related collision information. The investigating officer or re-constructionist should request investigative support from the Bureau of Operational Support to assist in preparing criminal cases.

486.04 ENFORCEMENT, TRAFFIC SUMMONS RESULTING FROM CRASHES

The cause of most motor vehicle traffic crashes is the result of one or more motorists violating a traffic law. The issuance of traffic summons is at the discretion of the individual officer. Generally, police officers are not witness to the traffic law violation which contributes to the traffic crash they investigate and therefore would not issue a traffic summons. Additional evidence would be needed to establish probable cause to issue a summons. The exception would be charges of DWI, no license, no insurance, equipment violations and investigations involving reconstruction of the accident. Traffic summons should not be issued at crashes involving fatality or serious physical injury that might result in felony criminal prosecution. Any criminal charges should be applied for through the prosecuting attorney's office.

486.05 RELEASE OF TRAFFIC CRASH REPORTS

Copies of vehicular accident reports can be released to the parents, legal guardians, or legal custodians of said juveniles, and to attorneys at law and authorized representatives of insurance companies who are investigating said accidents, if the juveniles whose names appear in the accident reports were not taken into custody and/or charged with a violation of the State Law or Municipal Ordinance.

All law enforcement agencies and police departments in St. Louis County, Missouri, are authorized to release copies of their reports which contain names of juveniles involved in vehicular accidents to other agencies of the Federal or State Governments where such reports are authorized and required by law, even if said juveniles are taken into custody or charged with a violation of the State Law or Municipal Ordinance.

- A. Qualified persons may only obtain copies of accident reports in person or by mail after having submitted to the Records Clerk the required fee as set by ordinance.

- B. Qualified persons not requiring a copy of the accident report may obtain pertinent information required for insurance purposes on completion of the Missouri Motor Vehicle Accident Report during normal business hours, 9:00am - 5:00pm, Monday through Friday, except holidays, without paying a fee.
- C. Release of any information contained in accident reports by telephone, other than the file number is prohibited, unless approved by the Chief of Police, or Commander of Administrative Services.

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- D. Officers will encourage drivers to exchange names, addresses, telephone numbers and insurance information at the scene and will supply each driver with the **Ferguson Police Department Incident Card** to facilitate the exchange.
- E. Officers will advise victims that the reports can be viewed or copies purchased from this department no sooner than five (5) working days following the accident. Officers will distribute complaint cards with the police report number on it to those involved in the accident.

By order of:



Distribution
All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police

Attachments
Form 155, Traffic Accident Reconstruction Checklist

FERGUSON POLICE DEPARTMENT

August 1, 2011

TRAFFIC ACCIDENT RECONSTRUCTION CHECKLIST

REPORT NUMBER _____

** Check each box when information is obtained for the reconstruction report.*

A. VEHICLE DESCRIPTION	VEHICLE # 1	VEHICLE # 2	VEHICLE #3
• Make			
• Model			
• Color			
• License			
• VIN			
B. TIRES			
• Make			
• Model			
• Serial #			
C. DAMAGE (Detailed)			
• Exterior			
• Interior			
D. DRIVER (Statement)			
• Name			
• DOB			
• Address			
• License #			
• Driver License History			
E. PASSENGER (Statements)			
F. WITNESS (Statements)			
G. ROADWAY DESCRIPTION			
• Gradient			
• Coefficient of Friction			
• Traffic Control			
H. LIGHT CONDITION			
• Day			
• Night			
• Street lights			
I. WEATHER CONDITION (Call FAA @ 800-892-7433)			
J. ENVIRONMENTAL FACTORS			
• Hill			
• Curve			
• View Obstructions			
- Signs			
- Foliage			
K. EVIDENCE COLLECTION			
• Photographs			
• Video Tape			
• Blood / Urine from Driver			

FPD Form 155

April 8, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Pacing
LIDAR
Radar
Radar Trailer
Speed Measuring Devices

SPEED ENFORCEMENT AND SPEED MEASURING DEVICES**487.00 PURPOSE**

The purpose of this General Order is to establish policy and procedure for the methods used to enforce the speed laws within the City of Ferguson, standardize the deployment of radar equipment, and provide for regular testing and maintenance of radar equipment.

487.01 POLICY

It is the policy of this Department to enforce, with impartiality and accuracy, the speed limits throughout the area patrolled by this Department.

487.02 EQUIPMENT

The Department utilizes the following speed detection and ranging devices:

1. Stalker Vehicle Mounted Stationary/Mobile Patrol Radar
2. Hand Held LIDAR Laser
3. Mobile Radar Trailer

All three devices measure and display the speed of a moving vehicle and the LIDAR additionally displays the range at which the speed was measured. All units are equipped from the manufacturer with software designed to perform a complete self-test including verification of accuracy; and detected malfunctions resulting in a "fail" indication. Each unit must provide a minimum range of five hundred (500) feet of a straight, open two-lane roadway with an average size vehicle, displaying the target's speed on an LCD display. Each vehicle mounted radar unit shall have a minimum of two (2) tuning forks, certified by the manufacturer, for field-testing the unit by its operator. The Mobile Radar Trailer is to be used ONLY for public information and education and NOT for enforcement.

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487.03 ENFORCEMENT OPERATIONS

- A. All patrol vehicles are equipped with mobile radar and therefore enforcement action can be taken anytime during routine patrol. Heavy enforcement and/or targeted stationary or LIDAR enforcement actions should be directed at the following locations:
1. **Serious Accident Locations** – Sites of automobile accidents involving injury/death where speed was a contributing factor will be the primary locations for radar use.
 2. **High Volume Violation Locations** – Locations where there is a high frequency of speeding violations.
 3. **Valid Citizen Complaint** – Citizen complaints of speeding motorists may be authorized radar locations.
- B. Unacceptable Radar/LIDAR Locations
1. Where the speed limit changes (except school zones).
 2. At the bottom of hills.
 3. Any location where the operation of speed measuring devices may cause a traffic safety hazard.

487.04 EQUIPMENT OPERATIONS

- A. Vehicle mounted stationary/moving radar
1. To ensure the radar readings are admissible in court, commissioned employees will perform two (2) tuning fork tests before and after a patrol vehicle with mobile radar is used. These tests should include both front and rear facing radar antennas.
 - a. Tuning Forks are a very durable basic, yet accurate means of testing traffic radar devices. Other than periodic checks for frequency, they provide years of service provided they are not abused by being struck too severely against hard surfaces.
 - b. The fork is made of cast aluminum and the type of metal, temperature of the metal and the shape and length of the tine determines its vibrating frequency. The shape and length of the tine are the major factors in determining frequency; the longer the tines, the higher the frequency.

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- c. Temperature has a slight effect on tuning forks; between 0 and 140 degrees Fahrenheit, the speed of the fork will vary approximately one mile per hour. For the most accurate test, the fork should be checked at or near room temperature (approximately 70 degrees).
2. Visually identify a specific target vehicle and then utilize the radar unit to confirm your opinion that the vehicle was exceeding the posted speed limit before taking an enforcement action.
3. Verify the ground speed of the police vehicle with the radar unit when using the radar unit in the moving mode of operation.
4. Should there be a unit malfunction, cease operations and notify the on-duty supervisor of the malfunction. A vehicle/equipment repair order will be sent to the Commander of the Division of Administration for repairs.
5. The Officer will record the police vehicle number on the traffic citation. The Commander of the Division of Administration has an updated list of all radar units and tuning forks, the vehicles in which they are installed, and the corresponding certificates of calibration. A copy of the radar units and corresponding tuning forks will be given to the Municipal Court in preparation for trials.

B. Handheld LIDAR Laser

1. LIDAR Laser is a hand held speed measuring device. The measurement accuracy of a LIDAR instrument can be verified by several methods. Verifying it directly, however – by measuring the velocity of an object traveling at a known speed-is seldom practical. And, the nature of LIDAR is such that it cannot be tricked by a vibrating object, such as a tuning fork, into displaying a velocity. For those reasons, LIDAR has two passive test procedures. These tests are the *fixed distance check* and the *delta distance check*. For further details on the operation of these checks, qualified and trained officers should refer to the operations manual for each specific unit to be used. These operations manual should be kept with the units in their assigned cases.
2. Visually identify a specific target vehicle and then utilize the LIDAR unit to confirm your opinion that the vehicle was exceeding the posted speed limit before taking an enforcement action.
3. Should there be a unit malfunction, cease operations and notify the on-duty supervisor of the malfunction. A vehicle/equipment repair order will be sent to the Commander of the Division of Administration for repairs.

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4. The Officer will record the LIDAR number on the traffic citation. The Commander of the Division of Administration has an updated list of all LIDAR units and the corresponding certificates of calibration. A copy of the list shall be given to Municipal Courts in preparation for trials.

C. Mobile Deployable Radar Trailer

The department utilizes one Radar Trailer for public education and deterrence. The Radar Trailer is deployed and administered by the Traffic Safety Officer. Weather permitting, the radar trailer should be deployed in response to citizen complaints, high traffic areas in neighborhoods, and areas where speeding is a problem. Officers should take care in deploying the trailer so that it is not a traffic hazard. The trailer cannot be deployed on the interstate or state highway. The radar trailer is not certified in the same manner as radar in police vehicles and therefore NO ENFORCEMENT ACTION can be taken using the displayed results of the radar trailer.

D. Pacing

1. When pacing a vehicle to determine its speed, an officer should ensure the police vehicle is not overtaking the suspect vehicle, but maintaining a constant and safe following distance. An officer needs only verify, for certain, that the suspect vehicle was traveling at the same, or faster speed than the known speed of the patrol vehicle.
2. The accuracy of the police vehicle's speedometer can be verified by using a properly tested and calibrated radar unit operated by a qualified operator.
3. The speedometers on police vehicles having had maintenance which could affect the accuracy of the speedometer (i.e., change in tire size, transmission repair, etc.) should be tested against a properly tested and calibrated radar unit operated by a qualified operator prior to being utilized as a pace vehicle in speed enforcement.

487.05 ADMINISTRATIVE PROCEDURES

A. Radar/LIDAR Frequency Verification/Calibration/Certification

The Division of Administration Commander will ensure the Verification/Calibration/Certification of the Department radar and LIDAR units. The radar units will be checked by an independent contractor certified in the calibration of such equipment annually. The Division of Administration Commander will be the coordinating officer. The LIDAR units will be checked according to the equipment manufacturers recommended schedule by an independent contractor certified to perform the evaluation check. The original certificates of calibration will be forwarded to the Administrative Office for permanent file and a copy will be sent to the Municipal Court for use in trial proceedings.

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B. Tuning Fork Certification

The tuning forks will be checked and certified by an independent contractor certified in the calibration of such equipment annually. The Division of Administration Commander will be the coordinating officer. The original certificates will be forwarded to the Administrative Office for permanent file and a copy will be sent to the Municipal Court for use in trial proceedings.

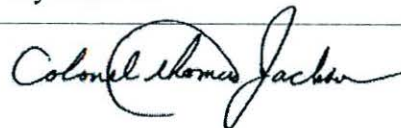
C. Radar/LIDAR Unit Care and Maintenance

Radar/LIDAR units, though durable, should not be subjected to extremes of temperature, humidity or vibration. While utilizing radar/LIDAR equipment, operators must ensure the units will not be exposed to liquids. All LIDAR units should be stored and/or transported in their original carrying cases. Damaged or inoperative units, including carrying cases, will be taken to a contract repair facility or original equipment supplier for repair or replacement. The Division of Administration Commander will advise if the work is to be done by a contract vendor or the original supplier.

487.06 TRAINING

No officer will operate a radar/LIDAR unit in an enforcement capacity without first attending training on the operation of traffic radar that is equivalent to that provided by the St. Louis County and Municipal Police Academy or Law Enforcement Academy Basic Police Training Curriculum. Officers must demonstrate to a Field Training Officer or Radar Instructor, their ability to properly use and test the speed measuring equipment. In addition, LIDAR laser operations require additional specific training from a certified instructor. Training certificates will be maintained in the officer's personnel file and indicated in the department training database.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

April 12, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Clandestine Laboratories
Emergency Operations, Hazardous Materials
Hazardous Materials Response
Illegal Dump Sites
Shipping Papers, HAZMAT
Traffic Accidents, Hazardous Materials

HAZARDOUS MATERIALS RESPONSE

491.00 PURPOSE

The purpose of this General Order is to establish policy and procedure for Ferguson Police employees when confronted with a situation involving hazardous materials.

491.01 POLICY

Hazardous materials can be found at fixed site facilities and in commercial transportation (trucking, automobile carrier, railroad, barge and airline). Additionally, they can be found in clandestine laboratories, illegal hazardous waste sites and in the average home. The proper response to a hazardous material incident is crucial for the safety of those responding as well as the public. The actions of emergency response personnel during the first several minutes of an incident can determine the outcome of the event.

491.02 DEFINITIONS

- A. ***Hazardous Materials*** - Are known by several different names and definitions, (e.g., hazardous materials, hazmat, hazardous waste, hazardous substances, and extremely hazardous substance, or EHS).
- B. ***Hazardous Material Placards*** - Help identify the hazard located inside a vehicle or railcar. Placards, when required, must be displayed on all four sides of the vehicle and mounted on point. They are found on bulk packaging and transport vehicles and must remain on the vehicle until it is emptied; for tank cars this means purged, cleaned or neutralized.
- C. ***Labels*** - Are smaller than placards yet similar in design, and found on non-bulk packaging.
- D. ***United Nations (UN) Number*** - Department of Transportation (DOT) four digit United Nations (UN) number can be found on bulk packages of hazardous materials for which identification numbers are assigned. UN numbers must be displayed when hazardous materials are transported in tank cars, cargo tanks and portable tanks.

They are displayed in the center of an appropriate placard or on an orange panel adjacent to the placard.

- E. ***Shipping Papers*** - provide information on the contents of a shipment, DOT regulations require shipping papers on all shipments. The presence of hazardous materials must be identified on the shipping papers along with:

1. Proper shipping names (e.g., Isopropanol)
2. Hazard Class (e.g., Flammable Liquid)
3. DOT Identification Number (e.g., UN1219)
4. Total quantity of material
5. Placard information
6. Emergency contact phone number

491.03 GENERAL INFORMATION

- A. A copy of the Police Officers Hazardous Material Response Guide is kept in each patrol vehicle glove box. This guide provides a brief description of the types of hazards and examples of hazardous material placards and general recommendations when arriving at the scene. Upon the arrival at a scene of an incident involving hazardous materials officers will attempt to make preliminary identification of the material on the basis of placards visible from a safe distance. The supervisor will also be notified of any hazardous material type calls.
- B. Officers may also obtain additional information regarding hazardous materials by advising communications of the placard number located on the cargo vehicle involved. This placard number is entered into the REJIS computer system, and communications will receive:
1. Full name of the chemical or substance
 2. Description of the chemical
 3. How to handle the chemical
 4. If an evacuation is warranted
 5. Clean-up procedures
- C. **NEVER** promise or agree to arrange for site clean-up or take possession of chemicals encountered.
- D. Shipping papers are the responsibility of the driver of the vehicle, train conductor, captain or master of a vessel and the pilot of an aircraft. The location of shipping papers will depend on the method of shipment. For highway transport vehicle, the shipping papers are required to be within arm's length of the driver when seat belted in the vehicle. This means, they could be in a driver's side door pocket, on a clipboard behind the driver or in a brief case in the cab near the driver.

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- E. **NFPA 704 Marking System** - The National Fire Protection Association (NFPA) has developed a system to alert emergency personnel of the type and degree of hazards within an area. This system is displayed at fixed site facilities and may be found on non-bulk packaging. The system uses a diamond shaped symbol divided into four (4) quadrants which have specific meanings:
1. Left side, Blue quadrant, indicates health hazard on a scale of 0 to 4 with 0 being the lowest.
 2. Top, Red quadrant, indicates flammability hazard on a scale of 0 to 4 with 0 being the lowest.
 3. Right side, Yellow quadrant, indicates reactivity hazard on a scale of 0 to 4 with 0 being the lowest.
 4. Lower (bottom), white quadrant contains symbols indicating special hazards, such as OXY for oxidizers and W for water reactive materials. This system does **NOT** identify the hazardous material, only the degree of personal hazard in a given area.
- F. **Material Safety Data Sheets (MSDS)** - will provide basic information on a particular chemical and its hazards. A MSDS is designed for normal workplace usage and not for emergency response activities; emergency response information may be minimal. However, they can also be found with shipping papers and attached to the outside of non-bulk containers.

491.04 RESPONSE PROCEDURES

The following are basic guidelines which Department personnel should follow when encountered by or involved in a hazardous material incident or accident. Remember your safety in response. You cannot render aid or resolve a hazardous situation if you succumb to the hazardous material.

- A. **Stop short of the incident site** - Approach from an upwind, uphill or upstream direction, stay out of low-lying areas. If possible, position your vehicle headed away from the incident site. Look for placards, labels, or a UN number. Make note of container shapes, possible escaping product and the terrain. Avoid any chemical plume, smoke or dust emitting from the product. Maintain a safe distance from involved materials; **DO NOT** try to touch, taste or smell any hazardous material.
- B. **Do not attempt to make any rescues, protect property or the environment** - Do not eat, drink or smoke near the scene. Do not open any containers, attempt to clean up any spillage, or enter a vehicle's cargo area. If the driver of a vehicle is present, ask to see the shipping papers.

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- C. **Secure the Scene** - Isolate the leak or spill area immediately for at least 150 feet in all directions (expand this if you judge it necessary) and keep unnecessary people away.
- D. **Request Assistance** - Immediately request the fire department, your supervisor and an assist unit to help secure the scene. Take charge of the scene until the arrival of fire personnel at which time the Incident Command System (I.C.S.) will be initiated. Fire agencies will establish an Incident Commander (IC) who will assume command of the scene from a hazardous materials perspective with police handling traffic/crowd control, reporting and criminal investigation. Convey to all responding assist units and agencies the following information:
1. The directions or correct approach to the location of the incident.
 2. Name of material(s) involved if known or the hazard class (e.g., flammable liquid, corrosive or radioactive). Advise the dispatcher of any placard or UN number obtained.
 3. Container type and current conditions (e.g., leaking overturned tank, vapors on the ground).
 4. If anyone was exposed to the chemical, including yourself.

491.05 CLANDESTINE LABORATORIES AND ILLEGAL DUMP SITES

- A. Because of the unstable nature of hazardous materials at clandestine laboratories and illegal dump sites, and the possible existence of armed traps at clandestine labs, Department employees must exercise extreme caution. **Do Not** attempt to turn off any clandestine lab equipment (e.g., shutting off a Bunsen burner; if the chemical process is at the right stage, this action could cause an explosion). **Do not** touch, move or jostle any hazardous material containers.
- B. Once you have identified the site as a clandestine lab or illegal hazardous waste dump site, retreat to a safe distance (150 feet, this can be expanded if necessary) and establish a perimeter, detain any witnesses or suspects and secure the scene. Immediately notify your supervisor and protect the scene until their arrival.
- C. The St Louis County Police Department (889-2341) will be contacted to examine the site, seize the lab materials and clean up the site.
1. The certified lab officers will notify DEA of the lab or dump site location and make arrangements for the clean-up.
 2. The certified lab officers will complete all necessary papers to be forwarded to DEA.

April 7, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Disasters, Natural & Man Made

Earthquake

Tornado

NATURAL AND MAN MADE DISASTERS

492.00 PURPOSE

The purpose of this General Order is to establish policy and procedure for Ferguson Police response during and following a natural or manmade disaster. The plan gives primary consideration to required actions necessary to protect human life and property. As resources permit, the department will work cooperatively with the city, county, state and federal authorities to respond to the needs of the surrounding community. Department facilities will have access to news and weather channels via cable television. In addition, the department has National Weather Service monitoring capabilities available to operational personnel.

492.01 POLICY

The department will make every effort possible to provide the highest level of preparation, security and deployment when it becomes apparent a natural disaster is likely to strike the area. The highest priority of the department will be the personal safety of members of the Ferguson Police Department, and citizens they serve.

Whenever possible, employees of the department will comply with department policies and procedures. Deviation from these policies and procedures may be necessary to handle situations as they occur, but the highest priority will be placed on the protection of human life. Guidance beyond the scope of this General Order is found in GO 490.00 *Emergency Operations / Unusual Occurrences*.

492.02 DEFINITIONS

- A. ***Earthquake*** - A sudden, rapid shaking or trembling of the earth's surface.
- B. ***Intensity*** - The earthquakes effects on people and structures.
- C. ***Magnitude*** - The amount of energy released by a single earthquake. Magnitude is rated on a (Richter) scale of 1-9.
- D. ***Tornado*** - Tornadoes are incredibly violent local storms that extend to the ground with whirling winds that can reach 300 mph.
- E. ***Tornado Watch*** - Tornadoes are likely. Be ready to take shelter. Stay tuned to radio and television stations for additional information.

- F. ***Tornado Warning*** - A tornado has been sighted in the area or is indicated by radar. Take shelter immediately.
1. When a Declaration of Emergency has been made, the Chief of Police, or his designee, shall place into immediate effect the appropriate procedures.
 2. Additionally, only those city employees who have been assigned emergency team duties will be allowed to enter the immediate disaster site.
 3. Additional emergencies include but are not limited to, fires, explosions, hazardous materials incidents, power failures, civil disturbances, demonstrations, downed aircraft, and severe winter storms.

492.03 DECLARATION OF EMERGENCY

The City Manager has sole authority to excuse employees of city government from reporting to work during extreme weather or other emergency conditions. Only the Mayor may issue a Declaration of Emergency stating that, employees should not report to work. Unless such a Declaration of Emergency has been issued, all city government employees are expected to report for work or take approved leave. If an emergency occurs in the city, only the Chief of Police, or his designee, will direct the evacuation or curtailment of work activities.

492.04 RESPONSE PROCEDURES

- A. In the event of an unanticipated natural or man-made disaster, the shift supervisor will immediately become the on-scene commander. Uniformed patrol officers will attempt to secure the area by stopping all traffic into the affected area (with the exception of emergency response units).
- B. The dispatcher will notify the appropriate medical and/or fire agencies, as indicated by the shift commander.
- C. The DFO Commander and any specialized department personnel should be notified. The Chief of Police, in consultation with the City Manager, will determine if the Emergency Operation Plan should be initiated.
- D. The shift supervisor will take appropriate action as on-scene commander until a higher authority relieves him.

492.05 POST-OCCURRENCE DUTIES

After the occurrence of a natural or man-made disaster, the duties of the department will be varied. Depending on the situation, these duties may include traffic control, riot control, or looting prevention. Even though the crisis may be de-escalating, additional personnel may be needed to ensure the safety of city personnel and/or property. The Chief of Police or his designee will determine the personnel needs. The re-establishment of normality should be the

April 7, 2011

underlying goal of the contingency plans. It is the responsibility of the Chief of Police or his designee to implement a plan for the orderly de-escalation of personnel and resources following the conclusion of an unusual occurrence.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned above the printed name.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

492

[Faint, illegible handwriting]

July 11, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Responsibility, Special Event Commander

Special Event Operations Plan

Traffic, Special Events

SPECIAL EVENT OPERATIONS PLAN**494.00 PURPOSE**

The purpose of this General Order is to establish policy and procedure for Ferguson Police employees during preplanned special events.

494.01 POLICY

It is the policy of the Ferguson Police Department to provide an appropriate level of police protection during special events. Since each special event presents a different set of circumstances, the procedures established below are general in nature and are subject to those modifications necessary to meet the needs of the immediate event.

494.02 AUTHORITY AND RESPONSIBILITY

- A. The Chief of Police will be responsible for assigning the security detail for a visiting head of state, political dignitary or other celebrity.
- B. Actual scene supervision may be delegated to a Sergeant with a Commander having overall responsibility.
- C. Other special events, determined by the Chief of Police, may require special law enforcement actions. The Chief of Police may designate a command rank officer to coordinate the Departments response.

494.03 ELEMENTS OF A SPECIAL EVENT

- A. The Commander or the delegated supervisor will, when applicable, coordinate the event detail with other Bureaus within the Police Department as necessary, as well as with other departments within the City, such as the Fire Department and the Public Works Department. When applicable, the Commander will also coordinate the detail with other governmental agencies, such as the St. Louis County Police Department's Tactical Operations Unit or the St. Louis County Highway Department.
- B. During the organizational phase of the special event, the Commander will conduct a comprehensive study of the event planned to identify the objectives of the event and

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to recognize possible problems that could result such as traffic, control and direction, crowd control, and crime problems that might occur. General Order 485.00 should be referred to for Traffic Direction and Control procedures. The department's personnel resources and the availability of equipment must be determined and/or modified by manipulating the duty schedule, obtaining needed equipment from other Bureaus or agencies, etc.

1. Personnel Resource Considerations:

- a. Does the Division of Field Operations have a sufficient number of officers scheduled to provide adequate presence during the event?
- b. Is the cancellation of leave days necessary to obtain adequate availability of patrol officers; should officers be drawn from other shifts?
- c. Will officers be needed from other Bureaus of the Department?
- d. Will additional dispatchers be needed to handle the increased radio transmissions?
- e. Are personnel from other City departments such as the Street Department needed?

2. Equipment Resource Considerations:

- a. A sufficient number of marked vehicles must be available for use by the officers assigned to the detail. If any unmarked vehicles will be needed, they too must be made available.
- b. Assignment of a sufficient number of handheld radios to the detail.
- c. Personal body armor for persons who are present at the event, for which a threat may exist (controversial guest, etc.).
- d. Issuance of equipment for multiple arrest.
- e. Assignment of radio channel for the detail - (Primary or Secondary).
- f. Secure a sufficient number of traffic cones and have police tape available if needed.

3. Planning and reconnoitering travel routes and alternatives:

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- a. In coordination with other possible involved agencies such as the St. Louis County Highway Department, the primary and at least one alternate route must be designated. Factors affecting route selections are buildings, crowd control factors, media sites, etc.
 - b. Travel distances and times should be recorded.
 - c. Maps of the primary and alternate route(s) must be prepared and distributed to essential personnel.
 - d. Arrangements must be made for needed barricades and detour signs from the Street Department, as well as for the posting of temporary "No Parking" signs. If the Street Department personnel is unable to post the temporary parking signs, that task must be assigned to an officer or V.I.P.S. as is needed.
4. Local intelligence information must be gathered for review when needed. The Commander may gather information from and coordinate all data with:
 - a. St. Louis County Police Department's Intelligence or Tactical Unit;
 - b. St. Louis City Police Department's Intelligence Unit;
 - c. Missouri State Highway Patrol;
 - c. US Secret Service, FBI or other Federal Agency as required
5. Advanced inspections of route and site facilities:
 - a. The route for a mobile event such as a parade or V.I.P. motorcade will be checked immediately prior to start of the event to verify that the route is open to passage and that all traffic control signals, signs, and barricades are functioning properly or in place. If necessary, any vehicle of questionable origin or purpose, or which will obstruct the safe passage of the event's participants will be removed from the route path by this department's towing service.
 - b. Consideration will be given to advanced building or site inspection. If bomb sweeps are deemed appropriate, St. Louis County Police Canine or the Airport Police will be contacted.
 - c. The Commander will have a detailed diagram prepared of the facility(s) at which the special event will occur. The diagrams will indicate fixed security posts, entry and exit routes, secured and unsecured areas, etc.

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6. Emergency Medical Care Preparations:
 - a. Christian Northeast and DePaul Hospitals are designated as the principal emergency care facilities for all detail related needs.
 - b. The Fire Chief of the Ferguson Fire Department will be notified of the time of the detail to assure availability of emergency medical service personnel. The Commander may request that an ambulance be positioned at the event or be held out of routine service so as to be immediately available during the event.
 - c. If prior coordination with a medical evacuation helicopter is deemed appropriate, the Commander will contact Arch Air Medical Services. Tentative landing sites will be identified and provided to Arch Air Medical, dependent upon the travel route and facilities being utilized during the event. The tentative helicopter landing sites will be shown on the route maps and facility diagram.
7. Coordination with our department will specify any special identification system required for the event.
 - a. The Commander will designate the appropriate system of identification to be utilized, taking all needed measures to adequately identify plain-clothes officers who may be assigned to the event.
 - b. The assignment of radio call numbers to the officers involved in the event must be disseminated to the officers and to the Communications Section.

494.04 AFTER ACTION REPORT

An after action report will be submitted to the Chief of Police by the Assigned Commander upon completion of the event. The report will contain "lessons learned" and suggestions for corrective actions when needed.

By order of:



Distribution
All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police

April 22, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Bureau of Criminal Investigations , Organized Crime

Organized Crime

Vice

ORGANIZED CRIME AND VICE496.00 PURPOSE

The purpose of this General Order is to standardize investigative procedures for reports of organized crime and vice. Organized crime is criminal activity that is conducted on a large scale and is normally networked or organized throughout multiple jurisdictions and may frequently operate across state lines. "Vice" related crimes are offenses that primarily deal with illegal services sought by some elements of the community that are also considered to be in violation of public morals or decency. Examples of vice type crimes include prostitution, pornography, illegal drugs, and gambling.

These guidelines establish the Ferguson Police Department's organized crime and vice investigative functions and provide specific procedures directly governing that activity. Although the Bureau of Criminal Investigations (BCI) is primarily responsible for organized crime and vice investigations, it is the responsibility of every member of the Ferguson Police Department to combat this illegal activity.

496.01 OBJECTIVES OF THE ORGANIZED CRIME AND VICE CONTROL FUNCTION

- A. The Department is committed to using the resources necessary to insure that an effective effort is made to suppress or deter organized crime and vice activity in the community. The general goals and objectives are:
1. Establish an effective network to gather information through the use of informants, department employees, other agencies and public contacts, to detect organized crime and vice activity within the community.
 2. Coordinate vice activity investigations with members of the St. Louis County Police Department's Multi-Jurisdictional Task Force, the Drug Enforcement Administration (DEA), the Alcohol, Tobacco, and Firearms Agency (ATF), the Federal Bureau of Investigation (FBI), and with other agencies when appropriate.
 3. Successfully prosecute any instances of organized crime or vice activities in Ferguson.

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4. Purchase or maintain access to advanced or sophisticated investigative electronic equipment that will support organized crime and vice investigations in the field.
5. Provide training to investigative personnel in the investigation and prosecution of organized crime.
6. Establish an attitude within the community that the police department will aggressively pursue organized crime and vice activity.

496.02 INVESTIGATIONS

A. **Responsibilities:** Responsibility for organized crime and vice control is vested in the Bureau of Criminal Investigations . The Bureau of Criminal Investigations Commander is responsible for delegating and managing organized crime and vice control activities. The Commander will:

1. Coordinate investigations with the narcotics investigators concerning the sale and use of controllable drugs.
2. Coordinate investigations of illegal gambling.
3. Coordinate investigations of prostitution and pornography offenses.
4. Coordinate investigations of felony firearms violations.
5. Coordinate investigations of corruption, extortion, or bribery.
6. Develop and maintain intelligence information relating to organized crime and vice activities.
7. Act as a liaison to, and assist as is practical, with other law enforcement agencies

8. Maintain and care for investigative equipment used in the investigation of organized crime and vice offenses.
9. Provide necessary information to department members.

B. **Procedures for Organized Crime and Vice Investigations.**

1. The first phase in initiating a case is the receipt of information. Information regarding organized crime and vice shall be forwarded to the Bureau of Criminal Investigations Commander.

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2. After information has been obtained, the officer receiving the information will complete an initial report or memorandum. The officer should verify as much of the information as possible.
 3. Once the report has been received by the Bureau of Criminal Investigations Commander, a determination will be made if it should be assigned for investigation. If it involves drug activity it may be forwarded to the detectives or the detective assigned to the St. Louis County Multi-Jurisdictional Task Force. Copies of all reports will be maintained in the intelligence file.
 4. Criteria for initiating an investigation:
 - a. Is the information obtained believed to be valid?
 - b. What type of criminal activity is involved in the complaint?
 - c. What is the extent of danger posed to the investigator and the community?
 - d. What information currently exists about the activity or persons involved?
 - e. What investigative techniques, resources, and personnel will be required?
 - f. What operational problems might exist or arise during the operation?
 - g. Is the activity confined to Ferguson or does the activity extend to other jurisdictions?
 5. If information is forwarded to this Department from an outside agency, the Bureau Supervisor and/or Commander will assign an investigator to conduct an investigation. The investigator will submit findings to the Bureau Supervisor in the form of a memorandum or police report depending on the results of the investigation.
 6. Organized crime and vice investigations will not be initiated without the prior approval of the BCI Commander.
- C. **Organized Crime/Vice Records.** Separate "active" and "unconfirmed" case files for organized crime and vice complaints will be maintained. All records are confidential.
1. Active case files consist of those complaints that have been determined valid or require investigation.
 2. Unconfirmed case files consist of reports which cannot be validated. The unconfirmed files shall be maintained for future corroboration of information.

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The files will remain in a secured file located in a BCI office. If the information is later validated, the files will become active and assigned accordingly. Unconfirmed cases will be purged at the discretion of the BCI Commander.

3. Active investigation reports will remain in the Bureau of Criminal Investigations confidential file located in the BCI office, until the investigation is concluded. Once complete, it will be entered into C.A.R.E. and transferred to the records unit only upon approval of the BCI Commander.
4. Unless otherwise approved by the Chief of Police active confidential case information shall only be made available to members of Bureau of Criminal Investigations, Commander of the Bureau of Criminal Investigations and the Chief of Police.

D. Coordinating Information.

1. Members of the department not assigned to Bureau of Criminal Investigations may generate information pertaining to organized crime or vice activities. If it pertains to narcotics activities, a report or memo will be completed by the department member and a copy will be forwarded to the BCI Commander. If the information involves other organized crime or vice activities, the Bureau of Investigations Commander shall brief the Chief of Police on available information.
2. If an organized crime or vice investigation is initiated, a progress report shall be submitted to the Chief of Police as deemed necessary by the BCI Commander.
3. A report or memorandum may be completed as deemed appropriate by patrol officers on subjects suspected of involvement in organized crime or vice activity.
4. The Bureau of Criminal Investigations Commander shall exchange intelligence information related to organized crime or vice activities with the Squad Commanders regarding active or pending investigations as deemed necessary by the BCI Commander.
5. The Bureau of Criminal Investigations supervisor/commander will inform patrol supervisors of any active or pending organized crime or vice operation that may require involvement by uniformed officers, or of circumstances that pose an immediate danger to the community.

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6. The on-duty shift commander shall be notified of the type of location, number of officers working in an undercover capacity, and arrests to be made, and the completion of the operation.
7. The Bureau of Criminal Investigations Commander shall insure that patrol officers are periodically informed of the identity of persons known or believed to be involved in organized crime or vice and the current trends of this type of activity being conducted in the area.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned above the printed name and title.

COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Background Investigations
Bureau of Criminal Investigation, Case Management
Bureau of Criminal Investigations, Operations
Criminal Investigations
Detectives
Follow-up Investigations
Interview and Interrogation
Major Case Squad
Preliminary Investigations
Recording of Custodial Interrogations
Surveillance
Task Forces
Undercover & Covert Operations
Video Taped Interrogation

CRIMINAL INVESTIGATION

497.00 PURPOSE

The purpose of this General Order is to standardize investigative procedures for both uniform patrol officers and officers assigned to the Bureau of Criminal Investigation; and to establish policies, procedures and guidelines that will insure the effective and efficient performance of investigations functions by the Ferguson Police Department.

497.01 POLICY

It is the policy of the Ferguson Police Department to investigate all reported criminal offenses by collecting information basic to the report of the offense; collecting and preserving evidence; apprehending suspected offenders; recovering property; and preparing cases for prosecution. Although both patrol officers and detectives share the criminal investigation function, the ultimate objective of any criminal investigation is case clearance.

497.02 BUREAU OF CRIMINAL INVESTIGATION

The commander of the Bureau of Criminal Investigation is either a Captain or Lieutenant who reports to the Chief of Police.

A. Bureau of Criminal Investigation Functions

1. Criminal investigations
2. Juvenile investigations
3. Crime scene technicians

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4. Intelligence, organized crime and vice operations
5. Pre-employment background investigations

B. Bureau of Criminal Investigation is responsible for the following activities.

1. Conducting follow-up investigations on active crimes reported to the department.
2. Juvenile follow-up investigations, referring juvenile apprehensions to juvenile court or disposing of them logically.
3. Collect, process, and record criminal intelligence information related to organized crime, vice, narcotics activity, and other criminal activities; conduct undercover investigations and support undercover operatives.
4. Develop, maintain contact with, and appropriately record information from informants.
5. Maintain and care for all specialized and technical criminal investigative equipment.
6. Maintain liaison with the St Louis County Prosecuting Attorney's Office, and other law enforcement agencies for the purpose of coordinating activities and exchanging of information.
7. Assist uniform officers with preliminary investigations when appropriate.

C. The Criminal Investigation function of the Detective Bureau provides 24-hour coverage to the Police Department. An "on duty" schedule/roster of B.C.I. detectives/ Crime Scene Technicians is updated every 28 days. Copies are distributed by e-mail to the Communications Division and to all police department Commanders and Supervisors. Should a Detective or Crime Scene Technician be needed after hours, the Bureau Commander or Supervisor will be notified as follows:

1. The B.C.I. Commander will be notified of all major part one crimes (murder, rape, robbery, assault 1st, etc.).
2. For routine detective notifications / CST requests (stealing, burglary, property damage, recovered stolen auto, etc.), the afterhours on call B.C.I. supervisor will be notified. If the supervisor is not available then the commander shall be contacted.
3. The B.C.I. Commander/Supervisor that is notified will ultimately make the decision about calling in off duty personnel.

- D. The Bureau of Criminal Investigation will handle and/or assist with, but is not limited to, the following offenses:
1. Crimes against persons:
 2. Property Crimes.
 3. Juvenile Offenses.
 4. Narcotic Violations.
 5. Vice Investigations.
 6. Special Investigations

497.03 PRELIMINARY INVESTIGATIONS

- A. It shall be the duty of the responding officer, whether uniform division or detective bureau, to conduct a thorough investigation. The uniform patrol will be responsible for most preliminary investigations however; a detective can be requested to respond to scenes of crimes. The responding officer shall be careful to observe the conditions of the scene.
- B. Officers will make every effort to interview the victim, complainant, and all witnesses. Additionally, the responding officer will perform an area canvass for possible witnesses, and will also determine the extent of the victim's injuries and render appropriate aid when needed.
- C. The initial investigating officer will be responsible for detecting, maintaining, protecting, and processing evidence at the crime scene. He is also responsible for arranging for the collection of evidence. He will also be responsible for the preparation of a written report of the incident.
- D. The initial officer will interview the complainant, witnesses and if a suspect is apprehended, the initial officer will interrogate the offender when it is acceptable. When the tasks are accomplished by the first officer or investigator, it may prove sufficient to bring a case to a satisfactory conclusion, thus obviating the need for a follow-up investigation.
-
- E. Based upon the nature of the offense, circumstances may arise when the services of federal law enforcement agencies may be needed to assist in the investigation, or the agency may have concurrent jurisdiction. The following procedures shall apply when seeking the assistance of a federal agency:
1. The Shift commander shall be advised. It is his decision as to whether the Federal agency should be contacted. If possible, the Bureau of Criminal Investigation Commander should be advised.
 2. When federal law enforcement assistance is requested, a supplement report should be completed addressing the date and time of the request, and who was contacted.

3. The types of offenses or circumstances that may warrant federal assistance include, but are not limited to, the following:
 - a. Bank robberies - F.B.I.
 - b. Firearms, alcohol and tobacco offenses - A.T.F.
 - c. Drug cases - D.E.A.
 - d. Counterfeiting - Secret Service
 - e. Chemical or hazardous material spills - E.P.A.
 - f. Mail tampering, etc. - Postal Inspectors
 - g. Plane crash - Federal Aviation Administration

F. Initial Preliminary Investigators Responsibilities.

1. Response to Scene.
 - a. Assigned units shall proceed promptly to a crime scene but shall do so in a safe manner. Other patrol units shall not respond to a crime scene unless specifically ordered to respond. Units not ordered to respond should remain on the perimeter to assist in the apprehension of the offender or to perform other duties as directed.
 - b. When approaching the scene, the officer shall be alert for any signs of suspicious activity, especially any evidence of a fleeing suspect and should be alert for a preliminary description or other useful information from the dispatcher.
2. The investigating officer shall immediately determine the need for medical or first aid for any injured person on the scene. Appropriate medical assistance will be requested for injured persons.
3. When the investigating officer has determined that a crime has occurred, the officer may then seek to arrest the offender if there is a reasonable likelihood that the offender can be apprehended.
4. The officer, as soon as practical, shall advise the dispatcher of the following information:
 - a. The nature of the crime.
 - b. A description of the offender and the direction he fled.
 - c. A description of the vehicle, if any.
 - d. Whether or not the suspect is armed.
5. Crime scene procedures will vary according to seriousness of the offense, see General Order 433 *Violent Crimes and Crime Scenes* for additional information related to violent crimes:

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- a. The officer shall preserve the crime scene and preserve evidence until it is collected or processed.
 - b. Physical evidence shall not be touched or moved unless it is absolutely necessary to insure its preservation.
 - c. A protective barrier or rope may be used to keep unauthorized persons from entering the crime scene. Entry into the crime scene should be restricted to as few officers as possible in order to avoid contamination of physical evidence.
 - d. Victims and witnesses, if any, should be separated. Complete the interview and document a statement from each individual. Officers may provide the witness/victim with the departmental Witness Statement form and request the witness or victim make a written statement.
 - 1). Written statements should be obtained in felony cases of crimes against persons, or less serious offenses if the officer believes the written statement will be beneficial in bringing the investigation to a successful conclusion.
 - 2). The written statement shall be initialed on each page by the witness, signed by the witness/victim and officer, properly packaged and placed into evidence. A photocopy of the statement should be attached to the police report.
 - e. Photograph the crime scene.
 - f. Search for and collect items of evidentiary value.
 - g. Process the scene for latent prints.
 - h. Determine the extent of the crime. If property loss, determine exact location, dollar amount, serial numbers, brand, model and all other pertinent information.
 - i. Document all investigative activities to insure that all necessary information is included in reports. Coordinate with patrol units to do an area canvass.
6. When a detective is assigned to conduct an investigation of a crime scene he/she shall have responsibility to use all available investigative techniques to conduct a thorough investigation and present the case for prosecution.

G. Preliminary Investigation Check List

April 21, 2010

1. The following check list summarizes the duties of an officer conducting a preliminary investigation at a scene of a crime:
 - a. Care for the victim if medical attention is necessary.
 - b. Arrange for the immediate pursuit of the perpetrators if the possibility of apprehension is likely.
 - c. Provide the best possible description of perpetrators to the dispatcher, to include information regarding the direction of travel and whether the suspects are armed or dangerous.
 - d. Arrest a perpetrator if possible.
 - e. Carefully protect the crime scene from intrusion or change and preserve all physical evidence.
 - f. Seek witnesses and direct that they remain at the scene until questioned.
 - g. Identify all persons, to include all officers, present and record names, addresses and telephone numbers.
 - h. Listen for and note any unguarded remarks made by witnesses or others present at the scene.
 - i. Make inquiries of neighbors and bystanders as to their knowledge of suspicious persons or vehicles in the vicinity.
 - j. Note and record conditions at the crime scene such as exact time of the incident, time of initial report, who made the report, weather, visibility, street lighting and all other pertinent information.
 - k. Complete a detailed report of all that was observed and learned during the preliminary investigation.
-

H. Crime Scene Command.

The patrol officer shall yield the crime scene investigation, when so ordered by the officer in command, or upon arrival of a detective assigned to handle the investigation.

497.04 FOLLOW-UP INVESTIGATIONS

Such investigations are conducted normally by investigators assigned to the Bureau of Criminal Investigation. The following procedures are offered as a guide toward conducting follow-up investigations.

April 21, 2010

- A. It shall be the duty of the investigator, once assigned to a case for investigation, to read review and analyze all previous reports prepared during the preliminary investigation, and obtain results from laboratory examinations. The investigator may need to obtain copies of attachments from the evidence room.
- B. The investigator will make arrangements to conduct any additional interviews of the victims or witnesses and to interrogate those who may be suspects in the case.
- C. The follow-up investigator should contact personnel who may have been at the crime scene, or who completed supplemental reports, to assure that as much information as possible is obtained.
- D. The investigator shall preserve the crime scene and preserve evidence. Should the crime scene dictate, the investigator should organize searches to locate and collect physical evidence. Searches requiring overtime personnel or other extensive resources will be approved by a supervisor.
- E. It shall be the responsibility of the investigator to make every effort to identify and apprehend the suspect(s) responsible for the commission of the crime being investigated. Upon development of a suspect, the investigator should also determine if the individual is a suspect in any other crimes in Ferguson, and secondly, if the individual is a suspect in a crime in another jurisdiction. The suspect's criminal history should be checked to determine involvement in similar type cases in the area. The investigator should arrange for the dissemination of information as appropriate.
- F. Should a suspect be identified from reports, interviews, review of evidence, or witnesses the investigator shall prepare a case for presentation to the prosecutor. Prior to presentation, the case will be reviewed and approved by the Bureau supervisor and/or Commander for completeness and accuracy.
- G. It shall be the responsibility of the investigator to prepare cases for court presentation. Prior to any court presentation the investigation/officer shall be fully aware of the details of the investigation, verify evidence availability prior to the court date and assist the Assistant Prosecutor with any preparation for court case.
- H. At the conclusion of the investigation, the victim/witness will be advised of the disposition.

497.05 CRIMINAL INVESTIGATION OPERATIONS

- A. The procedures for the following criminal investigation functions include, but are not limited to, the following:
 - 1. Information development: Investigators will utilize all possible sources available for information development. Examples of possible sources are:

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- a. Witnesses and victims shall be interviewed at the earliest possible time following a crime or incident to develop the most accurate information.
- b. Informants.
- c. Department records, written or computerized.
- d. National Crime Information Center (NCIC) or State and Regional records.
- e. Other law enforcement agencies or federal authorities.
- f. Non-law enforcement records such as, Social Security, Social Services, Department of Revenue, Veterans Administration, Banks, Hospitals and Public Utilities.

B. Interview and Interrogations.

The objective of every criminal investigation whether conducted by a patrol officer or detective, is to present to the court the evidence of the crime and the suspected offender. There are two general methods for gathering such information; interview or interrogation. Interviewing is a method used to obtain information from those willing to provide it. Interrogation is the process of obtaining information from suspected persons or from reluctant witnesses unwilling to cooperate voluntarily. At times even the victim of a crime is in this reluctant category.

An interview is described as a conversation with a purpose. It may include bits and pieces of information from different persons which, when accumulated, can provide valuable information to the case. For additional information relative to the Miranda decision, such as when and how to advise someone of their constitutional rights, see General Order 409.00.

When possible, the interviews will be conducted in the Ferguson Police Department interview room, and all persons will be interviewed separately.

1. Interviewing Witnesses - The effective interviewing of persons having knowledge that is helpful in the solution of a case is a vital part of the investigative process. The interviewing of witnesses enables the investigator to collect pertinent facts, substantiate information already available from other sources or to obtain additional information.
2. Initial Witness Contact.
 - a. Witnesses should be interviewed as soon as possible.

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- b. Consideration must be given to the physical and emotional needs of the witnesses.
 - c. The immediate objective of the interviewing officer should be to establish a cooperative relationship.
 - d. An officer should immediately identify himself or show identification if not in uniform.
- 3. Procedure for Adults. See Miranda decision, General Order 409.00
 - 4. Juvenile Procedures. See Juvenile Offenses, General Order 444.00.
 - 5. Guidelines for Giving the Miranda Warning. See Miranda decision, General Order 409.00
 - 6. Voluntary Statements. See Miranda decision, General Order 409.00
 - 7. Waiver of Rights. See Miranda decision, General Order 409.00

C. Recording of Custodial Interrogations

- 1. As used in this section, the following terms are defined:
 - a. Custodial interrogation - The questioning of a person under arrest, who is no longer at the scene of the crime, by a member of a law enforcement agency along with the answers and other statements of the person questioned. "Custodial interrogation" shall not include: (1) A situation in which a person voluntarily agrees to meet with a member of a law enforcement agency; (2) A detention by a law enforcement agency that has not risen to the level of an arrest; (3) Questioning that is routinely asked during the processing of the arrest of the suspect; (4) Questioning pursuant to an alcohol influence report; (5) Questioning during the transportation of a suspect.
 - b. "Recorded" and "recording", any form of audiotape, videotape, motion picture, or digital recording.
- 2. When feasible, custodial interrogations shall be recorded of persons in custody and suspected of committing or attempting to commit;
 - a. Murder in the first degree
 - b. Murder in the second degree
 - c. Assault in the first degree
 - d. Assault of a law enforcement officer in the first degree
 - e. Domestic assault in the first degree

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- f. Elder abuse in the first degree
- g. Robbery in the first degree
- h. Arson in the first degree
- i. Forcible rape
- j. Forcible sodomy
- k. Kidnapping
- l. Statutory rape in the first degree
- m. Statutory sodomy in the first degree
- n. Child abuse
- o. Child kidnapping

- 3. Recording of interrogations may be done with or without the knowledge or consent of a suspect.
- 4. Although recording of interrogations for the offenses listed above is required, officers are encouraged to record statements from **all suspects** when practical.
- 5. The recording of interrogations will not be required under the following circumstances:
 - a. The suspect requests that the interrogation not be recorded;
 - b. The interrogation occurs outside the state of Missouri;
 - c. If exigent public safety circumstances prevent recording;
 - d. To the extent the suspect makes spontaneous statements;
 - e. If the recording equipment fails;
 - f. If recording equipment is not available at the location where the interrogation takes place.
- 6. When recording an interrogation, the suspect should be advised of his or her rights while on camera:
 - a. You do not have to make any statement at this time and have a right to remain silent.
 - b. Anything you say can and will be used against you in a court of law.
 - c. You are entitled to consult with an attorney before an interview and to have an attorney present at the time of the interview.
 - d. If you cannot afford a lawyer, one will be appointed for you.
 - e. Do you understand your rights?

D. Collection, preservation and use of physical evidence.

Investigators of the Detective Bureau, in the event of serious major incidences, may have the responsibility of evidence detection or gathering. The investigators may have the responsibility of photographing evidence or scenes of crimes, and may also package and remand custody of evidence to the crime laboratory for analysis.

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Collection of DNA will be specifically in compliance with RSMo. 650.050 through 650.060. For additional evidence gathering see *Evidence and Property G.O. 428.00*.

E. Background Investigations:

The Bureau of Criminal Investigation will conduct background investigations on all police department applicants prior to appointment to probationary status. The background investigation and contacts with past and present employers includes; an interview with the applicant; verification of qualifying credentials; a review of any criminal record; and verification of at least three personal references.

As part of the investigations, investigators may find it necessary to conduct a background investigation of a suspect. The following shall serve as guidelines for such an investigation:

1. Criminal background investigations shall be conducted as discretely as possible and under the direct knowledge of the bureau supervisor/commander.
2. Such investigations shall be for the purpose of obtaining total familiarization of the suspect and their methods of operation.
3. Sources of information for such investigations may include but are not limited to the following:
 - a. real estate records;
 - b. tax records;
 - c. credit checks;
 - d. interviews of friends, neighbors and relatives;
 - e. current and former employers;
 - f. Other law enforcement or governmental agencies; and
 - g. occupational or other specialized licenses.
4. All information developed shall be treated as confidential and not disseminated beyond those directly involved in the case or its management.
5. Information secured in the intelligence file will be reviewed annually to determine whether information still serves a purpose.

F. Surveillance:

Upon the identification of a suspect or suspected location involved in illegal activity, a surveillance of same may prove to be a viable investigative course of action. The following shall serve as guidelines during surveillance operations.

1. Surveillance operations shall begin with a consideration and analysis of the following:

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- a. Organized crime or activities involved.
 - b. The suspect offender.
 - c. Associates of the Offender.
 - d. Patrons of the Offender
 - e. Vehicles owned and operated by the suspected offender.
 - f. The method of operation employed to further the activity.
 - g. Potential operational problems or dangers, such as weapons possessed by individuals.
2. All officers assigned to the surveillance operations shall be familiar with the area to be observed, to include the type of neighborhood, low income housing, middle class, or upper class housing, business community, industrial park etc., and frequency of complaints or criminal activity.
 3. The Bureau Supervisor and/or Commander of the operations shall insure that an adequate number of personnel are used and that communication equipment is available.
 4. The Bureau Supervisor and/or Commander shall insure that all surveillances are conducted in compliance within the laws of the United States Constitution and Missouri Statues.

497.06 CASE AND FILE MANAGEMENT SYSTEM

A system of case files management for the Criminal Investigation Function, to include:

- A. Case Status Control System.
 1. When incident reports are entered into the Information Technologies Inc. (I.T.I.) computer system, those needing detective follow-up will be flagged and forwarded to the detective bureau (Commander) for follow up investigation.
 2. When the incident reports are reviewed by the Commander of the Bureau of Criminal Investigation, the cases will be assigned to the respective investigators. The Commander will assign a detective to the report in the I.T.I. computer to facilitate tracking. All reports forwarded to the detective bureau will have an investigator assigned to them by the Commander of the Bureau of Criminal Investigation.
 3. All supplemental investigative reports shall be written in a timely manner and added to the original computer file.
 4. The Commander of the Bureau of Criminal Investigation shall review all "active" criminal investigative cases after 30 days and review the

documentation of the investigator and determine the due date of the report or the progress in, or completion of the case.

B. Case File Management

1. Case assignments are assigned to detectives, who will file relevant supplemental reports, computer files and notes throughout the investigation.
2. The investigative reports, documents and notes are all kept in the Information Technologies Inc. (I.T.I.) computer system.
3. Case files that are under active investigation and require a hard copy of the investigation may be secured in the work area of the assigned detective. Access to active case files is limited to BCI personnel only.
4. All cases received by the criminal investigation component of the police department will be given designations as to their status:
 - a) active – designates a case being under active investigation
 - b) cleared – identifies the case as having been completed
 - c) inactive – indicates that all leads have been investigated with no resultant case resolution, however, should further leads be developed, the investigation will be resumed.
5. Upon completion of reports or termination of an investigation, all supplemental reports, and related attachments are submitted to the B.C.I. Commander for review and approval.
6. The B.C.I. Commander is responsible for insuring case assignments are documented, investigated and reported properly.

C. Detective work assignments by crime classification.

Detectives will generally be assigned cases based on crime classification, i.e., burglary, robbery, auto theft, stealing, etc. Each detective will investigate crimes in their area of specialization as determined by the B.C.I. Commander, or on a case-by-case basis at the direction of a B.C.I. Supervisor or Commander.

D. Case Assignments.

1. The B.C.I. Commander will determine the distribution of case assignments to detectives, based on the detectives' experience, expertise and workload.
2. In general, all felony Part One crimes not cleared by D.F.O. officers will be assigned for investigation. Misdemeanor Part One and Part Two crimes may also be assigned at the discretion of the B.C.I. Commander.

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3. The assigned detectives shall review each assigned case and make note of leads for follow-up. Victims and witnesses shall be re-contacted on cases to determine whether their needs are being met.
4. The detectives should ascertain the victim's willingness to cooperate on the prosecution of the crime.
5. Victims/witnesses will be notified by the investigating detectives any time there is a change of status in their case. Official notification is by means of telephone contact, personal contact, or by written correspondence. For additional information regarding "*Rights of Victims and Witnesses*" see G.O. 224.00.
6. It is the responsibility of the detectives to insure that follow up investigations are completed in a timely manner.
7. A case will generally be inactive within 30 days after all leads are exhausted. If new information becomes available at a later time, the case may be reopened for further follow up. The criteria for suspending a case are as follows:
 - a. Seriousness of the case;
 - b. Solvability factors including; is there a witness, an identification of suspect or suspect vehicle, a significant M.O., or significant evidence;
 - c. Unavailability of investigative resources;
 - d. Unable to locate victim or lack of cooperation;
8. Any cases that the prosecutor declines to prosecute or cause to be dismissed and such action stems from the contention that the case was mishandled or poorly prepared by the officers assigned, will be reviewed by the officers' supervisor.

497.07 UNDERCOVER, COVERT OPERATIONS AND RAIDS

- A. An analysis of the suspect(s), activities and neighborhood shall be conducted during the preliminary investigation to determine operations needs.
- B. As part of an undercover operation, it may be necessary for officers to alter their appearance to fit the area.
- C. Officers who are assigned to undercover operations shall be carefully selected based on the particular operational needs for the assignment. The following criteria shall be considered:

1. Prior law enforcement experience.
 2. Physical builds, fitness and agility.
 3. Willingness to participate.
- D. Surveillance Operations. (See section 497.05.F)
- E. Communications
1. All communications equipment shall be tested prior to use to ensure batteries are properly charged and in good working order.
 2. The officers utilizing portable radios will use the secondary channel to eliminate confusion between the operator and other elements of the police department.
 3. In the event of an emergency or other unusual circumstances, the primary channel shall be used.
- F. All raids will be coordinated through the B.C.I. Commander and approved by the Chief of Police.
- G. The St. Louis County Tactical Operations Unit may be used for building entry involving potentially hazardous suspects or locations.
- H. An officer in charge will be designated. The officer in charge is responsible for.
1. Obtaining information on the building to be raided, including the building floor plan, all doors, and windows.
 2. Coordination with the Tactical Operations Unit.
 3. Making assignments to each officer involved in the raid.
 4. Briefing all personnel on tactics, communications (including radio channels & call signs), building layout, equipment and weapons, and a use of force policy review.
- I. All personnel involved will wear distinctive markings or clothing (i.e. raid jackets).

497.08 TASK FORCE (Participating Agency)

It shall be the policy of this department to participate in the Greater St. Louis Major Case Squad, the St. Louis County Multi-Jurisdictional Task Force and other specialized task

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forces. Further procedure for participation of the St Louis Major Case Squad is found in General Order 426.00

- A. The purpose of such squads or task forces is to pool resources and expertise, and may be formed on a temporary basis to handle specific crime problems within the City of Ferguson or metropolitan area. Crime specific offenses may include, but are not limited to homicides, robberies, rapes, auto thefts, and burglary cases.
- B. The Chief of Police must authorize participation in any specialized task force.
- C. The following shall serve as a basic guide for the Department's participation in such task forces.
 - 1. Current manpower and caseload assignments permit an investigator being assigned to a task force.
 - 2. The agency shall submit in writing the request for personnel. Such request shall include the reason for the task force, anticipated length of assignment, and shall be sent to the Chief of Police.
 - 3. While serving on such task forces the officer assigned shall be under the direct supervision of the agency hosting the task force, or a predetermined commander.
 - 4. The Commander of the B.C.I. will evaluate the scope of the task force and determine what department resources may be committed.
 - 5. Evaluation - At the conclusion of each week, the Department shall evaluate the need to continue the assignment of an investigator to the task force, if such task force is designed on a temporary basis. At the conclusion of the task force, (other than the Greater St. Louis Major Case Squad), the investigator assigned shall prepare a memorandum as to their evaluation of the task force's productivity. The Department shall request a written evaluation from the host agency, to include such information as cases cleared, number of arrests made, property recovered, and number of man hours worked.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 23.1, 23.2, 23.3, 23.4, 23.5, 23.6, 23.7, 23.8, 23.9, 23.10,
23.11, 23.12, 23.14

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Assistance to other agencies
Canine
Off-duty Call-ins
Search, Canine

CANINE UNIT

498.00 PURPOSE

The purpose of this General Order is to establish the policy and procedures for the effective use of trained canine (K-9) unit (s). The primary objective of the canine team(s) is to enhance the capabilities of all commissioned members of this department and to increase the probability of locating and apprehending dangerous offenders, by increasing the ability to locate persons during a building search, locating lost children or adults, and improve the ability to identify and locate narcotics and paraphernalia.

498.01 POLICY

This department recognizes the value and special qualities of a well-trained canine unit that will tend to improve the overall effectiveness of police operations. While the use of the K-9 unit is primarily used in the apprehension of criminals, lost persons, crime prevention, building searches and narcotic detection, we also recognize the special contribution of a K-9 Unit in enhancing the image of the Ferguson Police Department while simultaneously ensuring that the quality of life and public safety issues are improved by the deployment of this unique police tool.

498.02 DEFINITIONS

-
- A. **Area Search:** A systematic search of an area (internal or exterior) by the K-9 Unit in an attempt to locate a suspect (s) or missing person (s) utilizing the special tracking qualities of the K-9 Unit.
 - B. **Article Search:** Utilizing the "scent tracking" capabilities of a K-9 Unit to locate an item, or article that may be evidence such as personal belongings, firearms, knife or any other article capable of leaving a human scent detectable by a K-9.
 - C. **Building Search:** The utilization of the K-9 Unit to locate suspect (s) believed to be or known to be hiding in a building or structure.

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- D. ***Criminal Apprehension:*** Utilizing the special capabilities of the K-9 Unit to chase, locate, and apprehend a fleeing criminal suspect based on the commands of the K-9 Officer.
- E. ***Handler/Officer Protection:*** Specialized training of a K-9 Unit to offer protection to the handler and other Officer(s) to prevent or stop a physical attack against them.
- F. ***K-9:*** A highly trained dog which has been taught a wide variety of police-related duties, such as tracking, building searching, article searching, and area protection, all of which make use of the K-9's speed, agility, and scenting abilities.
- G. ***K-9 Officer:*** A police officer specially trained in the care, handling, and utilization of a police K-9.
- H. ***Narcotic Detection:*** Locating or attempting to locate various narcotics, which may be hidden in vessels, aircraft, vehicles, buildings, or on a person?
- I. ***Obedience Training:*** Special training the K-9 receives which conditions him to respond to voice or hand signals given by the K-9 officer.
- J. ***Tracking:*** Following a person by means of the unique scent left by that person in the area where that individual has walked.

498.03 SELECTION OF OFFICERS

In accordance with General Order 111.00 *Personnel Responsibilities*, candidates for the K-9 Officer position must meet the following criteria. Those interested officers shall submit in writing a request through their respective watch commander who will then forward that request on to the Commander of the Bureau of Field Operations. The Chief of Police will make the final selection of the handler.

A. Qualifications

1. The K-9 Officer will be a sworn police officer below the rank of sergeant, who has successfully completed his/her probationary period and has a satisfactory performance and disciplinary record.
2. The officer assigned as the K-9 Officer must be willing to make a minimum commitment of six years to the position.
3. Adult members of the officer's household must consent to the officer's participation in the program and must be willing to assist in the care of the K-9. The officer must also have a suitable residence that will allow for the care and control of the K-9 during off duty hours

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4. The officer must be willing to participate in an intensive initial training period followed by weekly training to ensure the canine team maintains its skills and meets its objectives.
5. The officer must be willing to respond at any time, day or night, on or off duty to a call requesting their presence.

B. Assignment

The Canine Officer will be assigned to the Division of Field Operations under the direct supervision of a Squad Supervisor.

498.04 SELECTION OF K-9

The acquisition of a K-9 may be through donation or the purchase from asset forfeiture funds. The day to day operation of the K-9 unit is funded through the general revenue fund.

498.05 USE AND DEPLOYMENT.

- A. During normal duty hours, the K-9 unit will perform routine sector patrol. They are available to provide assistance to other patrol units of this department and other agencies requesting assistance for help at a crime scene where tracking, narcotics detection, or building searches may be required.
- B. The K-9 unit is subject to off-duty call out, the officer (s) are assigned a department issued pager to carry at all times, to include all on-duty and off-duty and times when they are away from their residence.
- C. Whenever this department or any other police agency requests the K-9 unit, the on-duty Shift Commander approving the use of the K-9 unit will contact the communications section and cause the K-9 officer to be contacted by furnished communications. The K-9 unit will respond to the scene as soon as possible.
- D. It is the responsibility of the K-9 officer to keep the dispatcher apprised of how he/she can be contacted due to issues as diverse as off site training, temporary assignments or assistance to other police departments, to include DEA or other government agencies. ✓
- E. The Division of Field Operations Commander or the Chief of Police must approve requests for public relations demonstrations by the K-9 unit.
- F. The use of the K-9 for tracking, or locating of suspects is subject to the following rules;
 1. If the use of a K-9 Unit is anticipated, on scene officers should attempt to

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secure a perimeter and make every effort to avoid contaminating the scene with the scent of officers or bystanders.

2. The K-9 Officer will evaluate each situation and determine if the use of a K-9 is technically feasible. If the officer determines that the K-9 should not be deployed due to technical reasons, he will advise the onsite supervisor.
 3. A verbal warning or announcement will be made prior to initiating all building searches, the K-9 officer will identify that this department will utilize and release a trained police dog to search the area in question. The K-9 Officer shall also verbally advise the person(s) suspected of being in the building that failure to surrender in a reasonable amount of time will result in a search by the K-9 Unit.
 4. Searches for lost or missing persons will be subject to the approval of the on-duty supervisor.
 5. The K-9 shall not be deployed to detain a suspect unless a crime has occurred.
 6. Department employees will heed the directions of the K-9 Officer when they are involved in a specific situation relating to the deployment of the unit.
- F. Department owned K-9 shall not be used in secondary employment.
- G. Department K-9 shall not be bred.
- H. Use of the K-9 to unlawfully intimidate or threaten subjects is strictly forbidden.

498.06 USE OF FORCE:

- A. The Department considers a bite by a canine to be a use of less-than-lethal force.
- B. The K-9 Officer will only allow their K-9s to engage a suspect by biting if the suspect poses a risk of imminent danger to the handler or others or is actively resisting or escaping. In the case of concealment, consistent with the use of force policy, handlers will not allow their K-9 to engage a suspect by biting if a lower level of force could reasonably be expected to control the suspect or allow for the apprehension. Imminent danger means a suspect is armed with a weapon or other instrumentality capable of producing significant bodily injury. ✓ 2
- C. In instances where the use of force by the K-9 is justified under this policy, the K-9 Officer will first verbally warn the suspect that the K-9 is about to be deployed. This mandate does not mean a verbal warning should be given if this would endanger the officer by giving away his position. The K-9 Officer should issue the verbal warning when it can be done safely.

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- D. When a K-9 apprehends a suspect by biting, the officer will call the dog off at the first moment it can be safely released.
- E. Should a department K-9 bite a person, whether accidental or consistent with training, and whether on or off duty, the following procedures will be followed:
1. The K-9 Officer will ensure that the appropriate medical care is rendered to anyone in need of treatment.
 2. The K-9 Officer shall immediately notify the on-duty supervisor; and then shall notify the Division of Field Operations Commander as soon as practical. The supervisor will review the report and complete the Use of Force Report Form. ✓3
 3. The investigating supervisor shall ensure that an officer other than the K-9 Officer prepares a police report or supplemental report of the incident. The supervisor will review the report and complete the Use of Force Report Form.
 4. If the bite occurs while the K-9 unit is assisting another jurisdiction, the officer will immediately notify the supervisor of that jurisdiction. He/she will then notify the on-duty Ferguson Commander and the Division of Field Operations Commander as soon as is practical. A Ferguson on-duty supervisor will respond and gather necessary information so that a Use of Force Report can be completed. The K-9 Officer will cooperate fully with the local jurisdiction in the preparation of any applicable reports.

498.07 ADDITIONAL RESPONSIBILITIES

In addition to his/her routine patrol responsibilities, K-9 Officers will:

- A. Provide for the care, control, training, and re-certification of the K-9. Re-certification and health-related care shall be conducted at facilities selected by the department as needed. All requests for professional grooming and boarding must receive prior authorization from his immediate squad supervisor.
-
- B. Maintain, care for, and clean all specialized equipment, training aids, supplies, kennel, and vehicles related to the canine handler assignment and are subject to inspection by his supervisor. ✓4
- C. Remain current on recent court rulings pertaining to canine use.
- D. Maintain accurate records regarding training and certification of the canine and provide copies of all listing dates and times to the squad supervisor in a **quarterly report**. The supervisor will forward copies of the report to the division commander.
- E. Maintain detailed records of all calls for service involving the use of the K-9 including the date, time, and location of search/activity, results of the search, bites and/or injuries, and complaint number if applicable. A **quarterly report** of

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these records will be submitted to the k-9 Officer's immediate supervisor. The report will then be forwarded to the Division of Field Operations Commander. The report will include

1. Time and date of call out.
 2. Nature of call out.
 3. Results of call out.
 4. Report number if applicable.
- F. Care of the K-9 - The K-9 Officer is afforded one hour of paid duty time per each working day for the care of the canine and maintenance of the vehicle and equipment.
- G. The officer should inspect the canine daily for signs of illness, injury, insects, and cleanliness.
- H. The K-9 kennel and exercise area should be cleaned and stools removed daily. When weather permits, the kennel should be hosed daily to eliminate urine and odors. During the summer, the kennel should be disinfected weekly. During the winter months, ice and snow should be removed from the kennel as soon as possible. ✓5

498.08 K-9 OFFICER VACATION

At times when the K-9 Officer will be on vacation or otherwise absent from the city and therefore unavailable to care for the K-9, it is the responsibility of the officer to arrange for the care of the K-9. Arrangements should be made to kennel the K-9 at an approved facility. Approved kennels will be coordinated through the Division Commander. Alternative arrangements may be made with the approval of the Commander of the Division of Field Operations. 60

498.09 K-9 Vehicles

In addition to the regularly approved usage of the Department vehicle, the K-9 vehicle, which is assigned to the K-9 officer as a take home vehicle, may be used:

- A. To transport the K-9 to and from off-duty training sessions in or out of the City of Ferguson.
- B. To and from veterinary clinics for the purpose of annual medical checkups, routine medical care, and emergency care.
- C. To and from dog supply businesses for the purpose of purchasing and transporting dog food and other dog supplies.
- D. The K-9 Officer may utilize the K-9 vehicle for transportation to and from secondary employment within the City of Ferguson. The vehicle may not, however, be utilized ✓6

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to patrol, conduct surveillances, or transport other people/equipment as part of secondary employment.

- E. A sufficient amount of fuel will be maintained in the K-9 vehicle during off-duty status to enable the team to respond to an off-duty call out without having to refuel while enroute.
- F. K-9 vehicles may be left with the engine running and the air conditioner unit on when the K-9 officer is out of the vehicle and the outside temperature is such that the K-9's health may be in danger.
- G. The exterior of the K-9 vehicle will be kept as clean as possible. The interior will be cleaned and vacuumed as needed to maintain a presentable and sanitary condition.
- H. The K-9 Officer will not permit anyone to pet the K-9 while the animal is in the vehicle.
- I. When the K-9 vehicle is left unattended with the K-9 inside, the vehicle will be locked and secured, however, the screened windows may be left open for ventilation. The driver and passenger windows may be partially rolled down only if the sliding door on the cage is closed.

498.10 INTERACTION BETWEEN OFFICERS AND K-9 UNITS

- A. Officers must refrain from approaching, petting, or agitating the K-9.
- B. Officers should not approach the K-9 Officer in a hurried or aggressive fashion when the K-9 is present. If the K-9 perceives your actions as threat to the officer's safety, it will react accordingly.
- C. Do not make physical contact with the K-9 Officer when the K-9 is present. A friendly slap on the back may be perceived as a threat.
- D. Do not reach in the K-9 vehicle when the K-9 is present unless directed to do so by the K-9 Officer.
- E. There will be times when the K-9 may be kept in a portable kennel in the police department when the K-9 Officer is not present. Do not pet the K-9 while he is confined. Do not feed the K-9 anything without permission of the officer. Some food products are harmful, and a full stomach while working, may be fatal to the K-9.
- F. If a K-9 Officer is injured, the K-9 may become aggressive toward anyone approaching. Anyone attempting to assist the officer should not approach the K-9 or the officer until directed to do so by the officer. If the officer is unconscious and/or cannot maintain control of the K-9, alternate action such as contacting the humane society department may be necessary.

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- G. Department employees should not approach a department K-9 without the permission of the handler.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is fluid and cursive, with the first name "Colonel" written in a smaller, more formal script than the last name "Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE

499.00

Index as:

TASER – Electronic Incapacitation Device

Less than lethal weapons, TASER

Use of Force, TASER

TASER – ELECTRONIC INCAPACITATION DEVICE

499.00 PURPOSE:

The purpose of this Policy is to clarify the use of the X26 TASER, less-than-lethal electronic incapacitation device and establish policy and procedure for use. The X26 TASER is considered a Conducted Energy Weapon; an electronic incapacitation device. It is an intermediate weapon designed to overcome active aggression or overt actions of assault and is listed as an impact weapon in the force continuum. The Use of Force Continuum is found in General Order 410.00. The X26 TASER functions in two ways:

- A. It uses compressed nitrogen to project two probes a maximum of 25 feet. An electrical signal is then sent to the probes, via small wires, which disrupts the body's ability to communicate messages from the brain to the muscles and causes motor skill dysfunction.
- B. Acts as a touch stun system when brought into immediate contact with a person's body.

499.01 POLICY:

Only officers that are trained as described in General Order 499.02 are authorized to use the X26 TASER.

The decision to use the X26 TASER is based on the same criteria an officer uses when selecting to deploy O.C. spray, or a baton. The decision must be made dependant on the actions of the subject(s) or threat facing the officer(s), and the totality of the circumstances surrounding the incident. In any event; the use of the X26 TASER must be reasonable and necessary.

The X26 TASER is not meant to be used in deadly force situations. The X26 TASER should not be used without firearm backup in those situations where there is a substantial threat towards the officer(s) or others present.

The X26 TASER provides a force option in which the officer does not have to get dangerously close to a threat before deploying the tool. Using the X26 TASER may greatly reduce the need for other types of physical force by the officer(s) resulting in serious or potential deadly injury to the offender, officer, or others present.

Any use of an electronic incapacitation device contrary to the direction of this order can result in the revocation of the officer's right to use such product and may subject the officer to disciplinary action.

499.02 TRAINING:

All members who are authorized and use the X26 TASER must first successfully complete a 6-hour TASER User Certification Program, to include written and practical tests. A certified instructor shall conduct all training and all training shall be documented in accordance with Missouri P.O.S.T. standards.

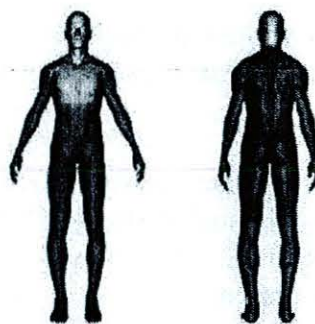
All personnel authorized to use the X26 TASER will be issued a copy of this order and shall be responsible for knowledge of the Use of Force Continuum defined in General Order 410.00 before being authorized to use the weapon.

499.03 PROCEDURE FOR USE:

The X26 TASER may be used in those situations where:

- A. A subject is threatening himself, an officer, or another person with physical force and other means of controlling the subject are unreasonable or could cause injury to the officer(s), the subjects(s) or others.
- B. In cases where officer / subject factors indicate the officer(s), offender(s) or others would be endangered by the use of physical force.
- C. Other means of lesser or equal force have been ineffective and the threat still exists to the officer(s), subject(s), and others.

The lower center mass of the body should be the target area for frontal discharges when firing the X26 TASER, although back shots remain the preferred area when practical; as clothing tends to be tighter on this part of the body. The head, face and heart area should not be specifically targeted unless the appropriate level of force can be justified.



Preferred Target Areas in Blue

499.04 LIMITATIONS:

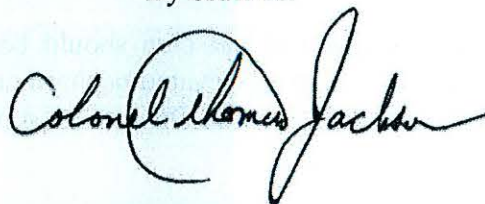
- A. The X26 TASER will never be deployed punitively or for purposes of coercion. It is to be used as a way of averting a potentially injurious or dangerous situation. The X26 TASER has an effective range of 3 to 13 feet with a 15-foot cartridge; and 3 to 23 feet with a 25-foot cartridge. Ranges fewer than 3 feet may not provide adequate distribution of the probes to allow the unit to function properly.
- B. The X26 TASER has the ability to ignite flammable liquids. It will not be deployed at subjects who have come in contact with flammables or in environments where flammables are obviously present.
- C. Proper consideration and care should be taken when deploying the X26 TASER on subjects who are in an elevated position or in other circumstance where a fall may cause substantial injury or death. Officers must be prepared to justify such a deployment.

499.05 POST DEPLOYMENT PROCEDURE:

- A. Immediate action should be taken to care for the injured, to apprehend any subjects, and to protect the scene.
- B. Once the subject is restrained or has complied; the X26 TASER should be turned off.
- C. A X26 TASER will not be left unattended except in exigent circumstances as when an officer is forced to act alone in taking custody of an immediate threat.
- D. Upon the event of an X26 TASER deployment, the officer, who is trained on probe removal, will remove the barbs, and the EMT's will then evaluate the subject. If further intervention is necessary, either the police or the ambulance will transport, and in the case of the latter, an officer will accompany the suspect in the ambulance. Officers may remove probes only when in the presence of another officer. Officers shall always use medical gloves when removing the probes. If the subject has been struck in the neck, face, female breast or groin areas, the subject shall be transported to a medical facility to have the probes removed. If the probes break off or are embedded, they should be removed by medical personnel.
- E. Probes that have been removed from skin will be treated as biohazard "sharps". They should be placed point down into the expended cartridge bores and secured with tape.
- F. Officers will attempt to locate the yellow, pink and clear colored "micro-dots" dispersed at the time of the cartridge firing. These will be collected and placed into evidence with any expended cartridges.

- G. Involved personnel will attempt to locate and identify any witnesses to the incident and refrain from discussing the incident. The use of the X26 TASER will be documented in the Use of Force report in accordance with department policy.
- H. The supervisor of the officer deploying the X26 TASER will issue the officer a new cartridge to replace the expended cartridge before the end of their tour of duty for that day.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is fluid and cursive, with the first name "Colonel" written in a larger, more prominent script than the last name "Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Sworn Police Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Communication Center, Access
Phonetic Alphabet
Radio Procedures
Recording, Communications Center
Ten Code

RADIO PROCEDURES

600.00 PURPOSE

The Ferguson Police Department maintains a 24-hour two-way radio communications center. The purpose of this General Order is to establish proper radio procedures for the dispatch of police assignments.

600.01 POLICY

The Ferguson police radio communications system will be used only for official business. When feasible, lengthy or non-emergency messages shall be given to the radio dispatcher by telephone or by using the Computer Aided Dispatch (C.A.D.) e-mail system. Personnel shall be impersonal on the air. Jokes, wisecracks or voice inflections which reflect or indicate irritation, disgust or sarcasm shall not be used. Transmissions should not be acknowledged unless they are understood.

The department will maintain capability for immediate playback of recorded telephone and radio conversations while maintaining a continuous recording of radio transmissions and emergency telephone conversations within the communications center.

600.02 PROCEDURES – COMMUNICATIONS RECORDING SYSTEM

- A. Recording: All telephone calls, as well as all radio transmissions are digitally recorded via an Eventide system located in the Data Room.
1. The Communications Supervisor is responsible for the secure handling, limited access, and storage of the communications recordings until their destruction.
 2. Dispatchers and police have access to immediate playback of radio via the recording system located in the communications center. Immediate playback is predominately used to ensure that information received was heard and dispatched correctly. These recordings may also be played back for investigative purposes. Supervisors and officers may contact the dispatcher to *listen to an incident, but the officer must have permission of a supervisor*

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before doing so. This permission can be relayed verbally to the communications center by the supervisor.

3. Requests for playback of radio and telephone transmissions need to be approved by a supervisor and should be directed to the Communications Supervisor in written form.
4. Requests for the copying and release of any communications center recordings must be approved by the Chief of Police.
5. Radio and telephone transmissions are held for ninety days.

B Radio etiquette: Personnel equipped with a portable radio transmitter / receiver shall advise the dispatcher of their status; e.g., in service, out of service, etc.:

1. Officers, upon beginning their tour of duty, will call in that they are 10-41, which vehicle they are utilizing and their portable radio number if other than an employee permanent assigned portable radio.
2. Mobile units will respond when called by their assigned number.
3. All transmissions received by base or mobile units will be acknowledged.
4. Dispatched units will call in at the time they arrive at the scene of a call and again at the time they complete the assignment.
5. Officers, upon ending their tour of duty, will call in that they are 10-42.

C Assignments: All calls by the dispatcher shall be considered as official orders. Any questions in reference to such transmissions are subject to review only after the call has been responded to and handled. This does not limit a supervisor's authority to countermand a dispatch for justifiable cause. The on-duty Watch Commander/supervisor shall be contacted and permission requested to authorize one of his units to proceed to another sector or out of the City.

D Communications Center: The Communications Center of the Police Department is a restricted area. Entry into the Communications Center room is limited to communications employees and police supervisory personnel unless otherwise approved by a supervisor.

1. Non-police persons wishing to see a detective, division commander, or others in the secure area of the Department shall be instructed by the dispatcher to wait in the lobby. The dispatcher shall then notify the employee requested who shall meet the visitor and escort him into the secure area of the Department.

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2. The dispatcher shall only allow telephone repairmen, radio and computer repairmen, public works employees and police personnel in the dispatch area. This shall not restrict conducted tours led by a department representative.
3. Access to the Data Room (adjacent to Communications) shall be granted only to employees of AT&T, Tech Electronics, and St. Louis Electronics, City of Ferguson IT Specialist and authorized department employees.
 - a. Prior to granting access, the employee must be properly identified. If any doubt exists, a department supervisor should be contacted for verification.
 - b. The Supervisor shall be notified and escort the subject to the telephone and radio room.
4. The Communications Center is located on the second level of the Ferguson Police Department and is isolated from all ongoing activity and interference.
5. The Communications Center is located within the confines of the Ferguson Police Department and the access to the building is limited to employees or escorted visitors. The location of the Communication Center in the structure is such that the interference potential is limited. Un-interruptible power supplies the Communication Center, through the use of an emergency generator secured adjacent to Police Headquarters.

E Phonetic Alphabet: The phonetic alphabet shall be used for spelling out unusual names of persons or locations, or where radio reception is poor. When spelling out a word, use only the phonetic alphabetic. For example: "John Doe = John-Ocean-Henry-Nora, David-Ocean-Edward."

PHONETIC ALPHABET					
A	Adam	J	John	S	Sam
B	Boy	K	King	T	Tom
C	Charles	L	Lincoln	U	Union
D	David	M	Mary	V	Victor
E	Edward	N	Nora	W	William
F	Frank	O	Ocean	X	X-Ray
G	George	P	Paul	Y	Young
H	Henry	Q	Queen	Z	Zebra
I	Ida	R	Robert		

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- F Ten-Code System: The ten codes shall be strictly adhered to when transmitting. Necessary language shall be short and relevant. Redundancy, such as "I'll be 10-8, or "Put me 10-7 at..." etc., shall be avoided. Unnecessary words such as "give me a 10-28", shall not be used. Use car numbers and do not use titles and names unless absolutely necessary.

RADIO CALL CODES (TEN CODE SYSTEM)	
10-1 Unable to copy - change location	10-51 Wrecker needed
10-2 Radio signal good	10-52 Ambulance needed
10-3 Stop transmitting	10-53 Road blocked
10-4 Acknowledgment	10-54 Livestock on highway
10-5 Relay	10-55 Intoxicated driver
10-6 Base / Unit busy - standby	10-56 Intoxicated pedestrian
10-7 Out of service at _____.	10-57 Hit and run
10-8 In service	10-58 Direct traffic
10-9 Repeat	10-59 Convoy or escort
10-10 Fight in progress	10-60 Squad in vicinity (detectives)
10-11 Dog bite/animal call	10-61 Copy wanted subject/vehicle information
10-12 Standby	10-62 Reply to message
10-13 Weather/road report	10-63 Prepare to make written copy
10-14 Prowler / suspicious Person	10-64 Message for local delivery
10-15 Civil disturbance	10-65 Net message assignment
10-16 Domestic trouble/family problem	10-66 Message cancellation
10-17 Contact complainant	10-67 Clear to read net message
10-18 Complete assignment quickly	10-68 Dispatch information
10-19 Return to _____.	10-69 Message received
10-20 Location	10-70 House Check
10-21 Call _____ by telephone J3	10-71 Advise nature of fire
10-22 Disregard	10-72 Report progress on fire
10-23 Arrived at scene	10-73 Smoke report
10-24 Assignment completed	10-74 Negative
10-25 Report in person to (or meet)	10-75 In contact with
10-26 Detaining subject, expedite	10-76 En route
10-27 Drivers license information	10-77 ETA (Estimated Time of Arrival)
10-28 Vehicle registration/person arrest	10-78 Need assistance
10-29 Check records for wanted	10-79 Notify coroner
10-30 Illegal use of radio	10-80 Car to car traffic
10-31 Crime in progress	10-81 Prisoner in custody
10-32 Man with gun	10-82 Reserve lodging
10-33 Emergency	10-83
10-34 Riot	10-84 If meeting _____ advise ETA
10-35 Major crime alert	10-85 Will be late
10-36 Correct time	10-86

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10-37 Investigate suspicious vehicle	10-87 Pick up checks for distribution
10-38 Stopping suspicious vehicle (give dispatcher complete description before stopping)	10-88 Advise road supervisor no cars available; calls pending
10-39 Urgent-use light and siren	10-89 Officers Status
10-40 Silent run - no light or siren	10-90 Alarm sounding
10-41 Beginning tour of duty	10-91 Unnecessary use of radio
10-42 Ending tour of duty	10-92
10-43 Information	10-93 Blockade
10-44 Request permission to leave patrol for:	10-94 Drag racing
J-1 Personal relief	10-95 Bomb threat
J-4 Meal	10-96 Mental subject
10-45 Animal carcass in (lane at _____.)	10-97
10-46 Assist Motorist	10-98 Prison or jail break
10-47 Emergency road repairs needed	10-99 Records indicate wanted or stolen
10-48 Traffic standard needs repair	
10-49 Traffic light out	
10-50 Traffic Accident	
J-1 Minor	
J-2 Injuries	
J-3 Road blocked	
J-4 Fatal	

2. In addition to the above 10-codes the following codes will be used:

- Signal 100 Robbery or hold up alarm
- J-4 When an officer is out of service for meal break, etc.

3. Criminal History response will be given as follows;

- J- 1 – Assault Police
- J- 2 – Armed and Dangerous
- J- 3 – Drugs
- J- 4 – Mental/Suicidal

4. If further description of the charge is requested, J-Codes will be used:

ARREST HISTORY (J-CODES)	
J-1 Traffic	J-11- CCW/Weapons
J-2 DWI/Liquor Violation	J-12 Sex Crimes
J-3 Stealing	J-13 Assault
J-4 Burglary	J-14 Murder/Manslaughter
J-5 Peace Disturbance	J-15 Resist/Assault Police

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J-6 Robbery	J-16 False Information
J-7 Vehicle Theft/Tamp	J-17 Kidnapping
J-8 Forgery/Bad Checks	J-18 Arson
J-9 Poss Stolen Property	J-19 Gambling
J-10 Narcotics	J-20 Other

- G. Officers on special assignments are required to advise the dispatcher of their specific location (numerical address or cross street) and are not to give general locations (i.e. 10-6 in the area of W. Florissant Ave.).
- H. Prior to going into a business, officers are to advise the dispatcher of their location and reason for being at the business (i.e. Out at 1108 S. Florissant Rd., J-1).
- I. Officers assigned to the sectors containing City of Ferguson Parks will advise the dispatcher anytime they conduct a foot patrol.
- J. Officers exiting their police unit must log out on C.A.D. or notify the communication operator.
- K. The dispatchers shall identify the radio station by transmitting the call sign (KAG843) every thirty minutes on or near the hour and half past the hour.
- L. Dispatchers will not acknowledge the officers by just saying "Clear" or "10-4", when an officer's status changes, such as "F22 10-8", the dispatcher will repeat "F22 10-8 2100 HRS". This procedure is especially important when an officer calls out on traffic, or any on-view incident.
- M. The responsibility of insuring and enforcing proper radio procedures and discipline rests with the supervisors and commanding officers who shall continuously monitor and evaluate radio traffic.

By order of:

COLONEL THOMAS JACKSON
Chief of PoliceDistribution
All Department PersonnelMPCCF Reference 36.2, 36.3, 36.10, 36.11, 36.13, 36.15

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Communications, TTD Device
Hearing Impaired, TDD Device
Weekly Telephone TDD Test

**OPERATION OF TDD DEVICES
HANDLING REQUESTS FOR SERVICE FROM THE HEARING IMPAIRED**

601.00 PURPOSE

The purpose of this general order is to familiarize personnel with the proper methods to use when receiving requests from the hearing impaired. The Ferguson Police Department utilizes TDD equipment that has been purchased and provided by the St. Louis County Police Department.

601.01 POLICY

It is the policy of this Department to provide guidelines to communication personnel to be used when receiving request for service from hearing impaired persons.

601.02 RECEIVING A TDD CALL

- A. The keyboard automatically detects incoming "TDD" (Telephone Device for the Deaf) calls and alerts the dispatcher both visually and audibly.
- B. When a TDD call is received and the keyboard recognizes an audible tone, a pre-programmed message is automatically sent to the caller stating, "You have reached the police; may I help you?"
- C. All messages should be brief to reduce the chances of both parties typing simultaneously. If this occurs, the letters in both messages may be mixed together making them difficult to understand. Outgoing messages will be in lower case characters and incoming messages are in upper case characters.
- d. When the call is entered into the CAD system, the responding officer will be advised the caller is hearing impaired and information documented in the notes section of the incident.

601.03 RECEIVING SILENT 911 TDD CALLS

- A. Silent 911 calls may actually be from a hearing impaired caller. When a 911 call is answered in Communications and there is no conversation on the line, the dispatcher

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should challenge the call by pushing the TDD button twice on the 911 phone. This will send out audible tones and the pre-programmed message, Ferguson Police. If the caller is hearing impaired, this message will activate the caller's TDD and they will know the dispatcher has responded.

601.04 MAKING A TDD CALL

- A. Dial the phone number of the hearing impaired person and when the phone is answered, simultaneously press "Alt" and letter B (Alt. B). Wait a few seconds and type in the message. This will activate the TDD machine that you are calling by sending the audible tones. The phone will have to remain off the hook to maintain the connection.
- B When finished with the call, hang the phone up and hit the release button on the console to disconnect.

601.05 ABBREVIATIONS

Abbreviations are often used by the hearing impaired. Some common abbreviations are:

GA	go ahead	N	and
R	are	CUD	could
PLS	please	Q	question
SK	stop keying	TMW	tomorrow
U	you	WUD	would
REC	receive	THK	thanks
2	to/too/two	4	for/four

If the TDD equipment malfunctions, the on-duty St. Louis County Police 911 supervisor should be notified.

601.06 WEEKLY TELEPHONE TDD TESTS

It will be the responsibility of the dispatcher to test all TDD keyboards on a weekly basis. This test will be completed on Sunday morning around 8 a.m. The test will be conducted by dialing 911 from the station landline and challenging the call by pushing the TDD function button twice on the 911 phone. After all 911 stations are complete, enter a CAD call using the department maintenance type and assigning your name in the caller name field.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel
MPCCF Reference 36.3

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Dispatch Call Priorities

DISPATCH CALL PRIORITIES

603.00 PURPOSE

The purpose of this General Order is to establish a priority system for the dispatch of police response to calls for service.

603.01 POLICY

Calls for service will be evaluated as the communication's personnel receive them. Dispatched calls for service will be categorized as priority and non-priority calls.

603.02 PROCEDURE

- A. Priority calls: Crimes in progress, injurious auto accidents, crimes which occurred within 15 minutes, hold up alarms, robberies, or any other life threatening call. The sector car will be dispatched immediately, if available, or the nearest available unit. Back-up units will be dispatched immediately as needed.
- B. Non-priority calls: Auto accidents, where no injury or traffic blockage exists, any calls where a crime or incident has already occurred with no suspects reported at or near the scene and no life or property is in jeopardy:
 - 1. The sector unit will be dispatched immediately if available, or the nearest unit available.
 - 2. Back-up units will not be dispatched or authorized to respond unless requested by the dispatched unit or supervisor.
 - 3. If there is a delayed response, the caller should be notified. No call should be held longer than 10 minutes unless an emergency situation exists which precludes a dispatch.
- C. Once a call is received, it will be immediately entered as a pending call into the CAD (Computer Aided Dispatch) system. By doing so, it will document the time that the call was **received** by the communications operator. When the communications operator **dispatches** the call to the officer, the operator will indicate an additional time. Another time will be logged for the **arrival** of the officer and then another time for the **completion** of the call. (If a call is held on the authority of a supervisor, then an entry should be made on the call as to who authorized the delay. If the supervisor indicated specifics regarding the hold, then that also should be documented.)

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- D. C.A.D. provides the listing of all on duty officers and the ability to track the real time progress of their assignments. Once the officers clear their calls from their computer screen of their patrol cars, it also shows that they are in service for another call in the dispatch center.
- E. Corrections into the C.A.D. data base system can be added to the incident calls, but not deleted. The date and time will automatically show the date and time of the correction.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a faint circular stamp.

Distribution

All Department Personnel

COLONEL THOMAS JACKSON

Chief of Police

MPCCF Reference 36.4, 36.7

April 8, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Call-taking Procedure
Calls for Service
Alarm call entries
Auto accident entries
Attempt Suicide entries
Bomb Threat entries
Crimes against person's entries
Crimes against property entries
Disturbance entries
Morals Investigations entries
Suspicious Persons/Prowler entries

GENERAL TELEPHONE HANDLING

604.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the Communications Center.

604.01 POLICY

The purpose of this is policy is to ensure proper handling of telephone calls by department personnel.

On all police phone lines, calls will be answered within 60 seconds. On the emergency lines the calls will be answered within two 30 seconds.

604.02 PROCEDURE

The questions and actions identified in this procedure are designed to provide the basic information required. If possible, additional information should be obtained, and depending upon the event, other emergency services may need to be notified.

- A. Never give advice to a citizen. If you see that the caller wants advice, transfer to the agency of responsibility, and let them advise the caller, or send an officer to make contact, or take the callers name and phone number and have an officer make contact. We do not give legal judgments.
- B. Speak concisely. Keep your answers short, and to the point. This also helps to reduce confusion.
- C. Contact or no contact. On every call for service you must ask the complainant if they wish to be contacted.
- D. When taking a call always ask the reporting person for name, address, and phone number. They will not always want to leave that information, and it is not required that they do, but always attempt to obtain the information. When the complainant is a business, in addition to the business name, obtain the employee's full name.
- E. Always ask the questions to obtain all necessary information, such as on disturbances always ask if any weapons are involved. If you have to interrupt the complainant on an emergency type call, to obtain further information, do so, trying to be as polite as possible. It is more important to obtain needed information on an emergency call as quickly as possible, for officer's safety.
- F. Dispatchers will not give out any employee's phone number or address to the public.
- G. Dispatchers will not advise the public that all units are busy on calls and an officer will respond when available.
- H. Watch what you say. Avoid using the word "okay". Some communication operators use it to mean yes, while others use it to mean that I heard the last statement, and still others use it to mean I agree if you think so, etc. Do not say anything which may be misread by a citizen as to what you are saying.

604.03 QUESTION FORMAT

In order to obtain the most useful information the Call-Taker should immediately take charge of the conversation at the beginning. When interviewing the caller questions should be asked in the following order: Where, What, When, Who (descriptions), How and Why? The categories below provide a more detailed line of questioning:

A. ALARMS

1. What is the address?
2. Phone number at the residence or business?
3. Type of premise? Name of business or resident?
4. Type of alarm?
5. Name of the alarm company?
6. Operator name or number?
7. Alarm Company call back number?

8. Where is the alarm located? (Perimeter/Interior, etc.)
9. Is there a key holder enroute?

B. ATTEMPT SUICIDES (CALLS RECEIVED FROM THE VICTIM)

1. Where are you?
2. Transfer to EMS for ambulance.
3. Ascertain what means the person is using to attempt suicide (weapon, drugs, etc.)
4. Keep the victim on the line so that the responding officer can be updated.

C. ATTEMPT SUICIDES (CALLS RECEIVED FROM A REPORTEE/WITNESS)

1. What is the location?
2. Is an ambulance needed? (Transfer to EMS.)
3. How are they attempting suicide (by what means)?
4. Do you know the person attempting suicide?
5. Are any weapons available to the subject?
6. What is your name?
7. What is your phone number? (Verify phone number if it is a 911 call.)

D. BOMB THREAT

1. What is the address or location of the threat?
2. Is this a business? What is the name of the business?
3. How long ago did you receive the threat?
4. What time did he/she say the bomb was to go off?
5. What did the caller say? Describe the caller's voice.
6. Where did he/she say the bomb was placed in the building?
7. Have you observed any suspicious objects?
8. Are you going to evacuate the business? If so, how many people are involved? Are there other businesses in your building?
9. What is your name?
10. Are you with the person? If not, do you have the victim's phone number?
11. What phone number are you calling from?
12. Do not touch any suspicious objects - show them to the police officer when he arrives.

E. BOMB THREATS FROM SUSPECTS

1. What is the address or location of the threat?
2. Is this a business? What is the name of the business?
3. Where is the bomb located? (Obtain specific location.)
4. What time will the bomb explode?
5. What kind of bomb is it? What does it look like?
6. Why was a bomb placed at this location?
7. What is your name? What is your phone number?
8. Note the following characteristics of the caller's voice:
 - A. Sex/Age/Race
 - B. Tone of voice (excited, calm, stuttering, etc.)
 - C. Background noises (traffic, voices, machinery, etc.)

NOTE: After call has been entered, contact the appropriate fire department

F. CRIMES AGAINST PERSONS (Assaults, Robbery, Shootings, Cuttings)

1. Where is the incident occurring or where did the incident occur?
2. Where are you now?

3. Is anyone injured? Do you/they need an ambulance? (Transfer to EMS)
4. What happened?
5. When did this occur?
6. Is the suspect(s) still there? (If yes, the specific location.)
7. Description of the subject (s);

OBTAIN THE FOLLOWING SUSPECT INFORMATION:

- A. Name (If known)
- B. Race
- C. Sex
- D. Age
- E. Height
- F. Weight
- G. Hair Color
- H. Eye Color
- I. Complexion
- J. Scars/Marks/Tattoos/Deformities

CLOTHING DESCRIPTION

- A. Hat/Cap
- B. Coat and/or Shirt
- C. Trousers/Skirt
- D. Shoes

8. If they left, did they leave in a car or on foot?

OBTAIN THE FOLLOWING VEHICLE INFORMATION:

- A. Color
- B. Year
- C. Make
- D. Body Style
- E. Additional Descriptors
- F. License
- G. State

9. Direction of travel; any idea where they may be going?
10. Was a weapon displayed or used? (Obtain type and number of weapons).
11. Obtain the caller's name and callback number.
12. If the location where it occurred and where the victim is located is different from the caller's location, try and obtain the victim's name and phone number.

G. CRIMES AGAINST PROPERTY (Stealing, Destruction of property)

1. Where is the incident occurring or where did the incident occur?
2. What happened?
3. When did this occur? (Is this in progress/just discovered/just occurred/report?)
4. What is your name?
5. What phone number are you calling from? (Verify phone number if it is a 911 call.)
6. Did you see the suspect(s)?

OBTAIN THE FOLLOWING SUSPECT INFORMATION:

- A. Name (If known)
- B. Race
- C. Sex
- D. Age
- E. Height
- F. Weight
- G. Hair Color

- H. Eye Color
- I. Complexion
- J. Scars/Marks/Tattoos/Deformities

CLOTHING DESCRIPTION

- A. Hat/Cap
- B. Coat and/or Shirt
- C. Trousers/Skirt
- D. Shoes

- 7. If in progress, where is the suspect(s) now? (The specific location.)
- 8. What type of property was taken or damaged?
- 9. Is there a vehicle involved?

OBTAIN THE FOLLOWING VEHICLE INFORMATION:

- A. Color
- B. Year
- C. Make
- D. Body Style
- E. Additional Descriptors
- F. License
- G. State

- 10. What was the direction of travel, and how long ago was vehicle/suspect last seen?

H. DISTURBANCES

- 1. What is the address or location of the incident?
- 2. What type of disturbance (family, neighbors, fight, etc.)?
- 3. Is anyone injured? (If yes, transfer to EMS.)
- 4. Is a weapon being displayed or used? (Obtain type and number of weapons.)
- 5. How many people are involved?
- 6. What is your name?
- 7. What phone number are you calling from? (Verify the phone number if it is a 911 call.)
- 8. Is there a vehicle involved?

OBTAIN THE FOLLOWING VEHICLE INFORMATION:

- A. Color
- B. Year
- C. Make
- D. Body Style
- E. Additional Descriptors
- F. License
- G. State

- 9. What was the direction of travel, and how long ago was vehicle/suspect last seen?

OBTAIN THE FOLLOWING SUSPECT INFORMATION:

- A. Name (If known)
- B. Race
- C. Sex
- D. Age
- E. Height
- F. Weight
- G. Hair Color
- H. Eye Color
- I. Complexion
- J. Scars/Marks/Tattoos/Deformities

CLOTHING DESCRIPTION

- A. Hat/Cap
- B. Coat and/or Shirt
- C. Trousers/Skirt
- D. Shoes

I. MORALS INVESTIGATIONS (Gambling - Indecent Act - Lewd Conduct – Liquor)

1. What is the location?
2. Describe specifically the violation that is occurring or has occurred.
3. How long ago did this occur?
4. Is the suspect(s) still there? (If yes, the specific location.)

OBTAIN THE FOLLOWING SUSPECT INFORMATION:

- A. Name (If known)
- B. Race
- C. Sex
- D. Age
- E. Height
- F. Weight
- G. Eye Color
- H. Complexion
- I. Scars/Marks/Tattoos/Deformities

CLOTHING DESCRIPTION

- A. Hat/Cap
- B. Coat and/or Shirt
- C. Trousers/Skirt
- D. Shoes

5. Is there a vehicle involved?

OBTAIN THE FOLLOWING VEHICLE INFORMATION:

- A. Color
- B. Year
- C. Make
- D. Body Style
- E. Additional Descriptors
- F. License
- G. State

6. What was the direction of travel, and how long ago was vehicle or suspect last seen?
7. Were any weapons displayed? (Obtain type and number of weapons.)
8. What is your name?
9. What is the phone number you are calling from?

J. SUSPICIOUS PERSONS/PROWLERS

1. What is the address or location?
2. Describe what the suspect is doing.
3. Is the suspect still there? (If yes, the specific location. If moving, direction of travel.)

OBTAIN THE FOLLOWING SUSPECT INFORMATION:

- A. Name (If known)
- B. Race
- C. Sex
- D. Age
- E. Height
- F. Weight
- G. Hair Color

- H. Eye Color
- I. Complexion
- J. Scars/Marks/Tattoos/Deformities

CLOTHING DESCRIPTION

- A. Hat/Cap
- B. Coat and/or Shirt
- C. Trousers/Skirt
- D. Shoes

- 4. Was a weapon displayed or used? (Obtain type and number of weapons.)
- 5. Is there a vehicle involved?

OBTAIN THE FOLLOWING VEHICLE INFORMATION:

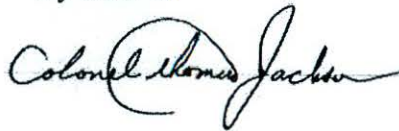
- A. Color
- B. Year
- C. Make
- D. Body Style
- E. Additional Descriptors
- F. License
- G. State

- 6. What was the direction of travel, and how long ago was vehicle/suspect last seen?
- 7. What is your name?
- 8. What is your address?
- 9. What is the phone number you are calling from? (Verify the number if 911 call.)

604.04 ANNUAL REVIEW

The Commander of the Division of Administration or his designee will require an annual review of the telephone system to evaluate the capacity to handle incoming calls. The review will be initiated and completed by the end of each calendar year.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

MPCCF Reference 36.3, 36.4, 36.12

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Bank Alarms, Dispatch
Dispatch and Call Routing
Hold-up Alarms

DISPATCH AND CALL ROUTING

605.00 PURPOSE

The purpose of this General Order is to establish procedure for dispatching and routing calls for service in a prompt and accountable manner.

605.01 PROCEDURE

- A. Dispatchers or communication operators will be responsible to route calls immediately to proper units or personnel. Calls that are questionable shall be referred to the Watch Commander.
- B. Calls to be dispatched when an officer is unavailable to respond will be placed in "pending status".
- C. The dispatcher shall notify the Watch Commander whenever there are no units available to respond on a call by using the code 10-88.
- D. Priority calls and two unit calls will be handled in the following manner:
- E. At least two units will be dispatched to the following type of calls, but not limited to the following;
 - Robberies
 - Hold-up alarms
 - Shots fired/shooting
 - Any type of in progress crime
 - Accidents with injury/or on highway
 - Fight
 - Disturbances/including loud music calls
 - Burglar Alarms
 - Open Doors
 - Suspicious subjects and suspicious occupied vehicles

April 2, 2013

- F. As a general guide, dispatchers should attempt to keep in service at least two (2) units, one of which may be the Supervisor.

605.02 HOLD-UP ALARMS

- A. On any hold-up alarm, or robbery the dispatcher will specify the nature of the call and the information available. Once the call has been given out, the station is 10-6 for emergency traffic only, and will remain so, until the authority of an officer on the scene has canceled the signal. On all priority calls, always try and keep the reporting party on the phone until the officer's arrival. When the initial information is obtained, get the responding units enroute to the call, then go back to the caller on the phone and obtain any additional information to relay to the officers responding. If the incident being reported is a crime that just occurred, and the reporting party is not the victim, but the victim is nearby the caller, always try to talk with the victim directly, to obtain a quicker and more accurate description to relay to officers.
- B. Any bank alarm received during normal business hours, including one hour before and an hour after the normal hours of the bank, will be handled as a hold-up alarm. During business hours after dispatching two units on a hold-up alarm, make notification to the bank or business via telephone. The dispatcher making contact, will request from the bank employee answering the phone to "speak to a supervisor" When the Supervisor answers, the communication operator should identify themselves and state that an alarm has been triggered from their location. The communication operator will then begin with procedural questioning to determine the authenticity of the alarm.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 36.4

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Response to calls

RESPONDING TO CALLS DISPATCHED

606.00 PURPOSE

The purpose of this general order is to establish procedures for responding to calls that are dispatched through the Ferguson Communication Center.

606.01 POLICY

An officer shall immediately respond to any dispatched call for service, regardless of impending shift change. No Watch Commander shall order that a call be held for an on-coming shift if it involves a priority call, or if it involves a non-priority call that will be delayed more than 10 minutes. The on-coming Watch Commander will assign a relief unit to relieve the off-going unit at the scene if the time needed to handle the call extends more than fifteen (15) minutes after the off-going unit's off duty time.

606.02 PROCEDURE

It shall be the Watch Commander's responsibility to monitor the radio traffic for any major calls dispatched.

The Watch Commander shall be promptly notified whenever a radio dispatcher attempts to contact an officer and is unable to contact him after three (3) calls within three (3) minutes.

The Watch Commander shall immediately cause a search to be made to locate the missing unit to insure safety.

Units will cease transmitting when an alert tone is transmitted. The alert tone will be used on all in progress crimes, officer in trouble calls, officer involved in an accident with injuries, pursuits, or other serious incidents where the safety of an officer is endangered.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel
MPCCF Reference 36.4

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Monitoring Cameras
Monitoring Prisoners

MONITORING CAMERAS AND RECORDING ARREST

607.00 PURPOSE

The purpose of this General Order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department. The purpose of this policy is to ensure the proper monitoring of video equipment and monitoring of all department cameras.

607.01 POLICY

Dispatchers are responsible for the monitoring and recording of all arrested subjects upon their arrival at the station.

607.01 PROCEDURE

- A. There are 26 cameras located in the Police Department. Dispatchers are responsible for the monitoring of these cameras. Activity on all of these cameras is recorded continuously.
- B. The dispatchers are responsible for monitoring prisoners at all times when they are on camera. If during incarceration a prisoner begins to attempt to cause damage to a cell or injury to himself, the dispatcher will notify the corrections officer and supervisor immediately.
- C. If the camera in an occupied cell stops working, the dispatcher will notify the corrections officer and supervisor immediately so that prisoner can be moved to a cell that has a working camera.
- D. Dispatchers are not responsible for monitoring prisoners that have been moved to the detective bureau or an area of the station that has no cameras
- E. Recorded images are held for 30 days.

April 2, 2013

- F. No one has the authority to release for review, nor seize any arrest tape without the authorization of the Chief of Police. The Commander of Operational Support or the Communications Supervisor may authorize the review of recorded activities for authorized investigations.

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is written in a cursive style with a large, stylized "C" at the beginning.

Distribution
All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police

April 2, 2013

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
House Checks

HOUSE CHECKS

608.00 PURPOSE

The purpose of this General Order is to establish the procedure for police personnel to respond to home checks when citizens are out of town.

608.01 POLICY

The purpose of this policy is to provide protection to residents who are away from their property and request assistance from the Ferguson Police Department.

608.02 PROCEDURE

When a resident of Ferguson requests the Police Department check their home while they are out of town, a vacation form will be completed by the records clerk, Monday - Friday 0900 - 1700 hrs, after hours this will be completed by the dispatcher/communication operator.

The dispatcher will enter the vacation address and relevant information into the in-house computer "desk book" section. When checking any "house check" residence, Officers will advise the dispatcher on the radio "10-70", documenting the service.

When the resident returns home and notifies the police department, the "desk book" entry will be removed from the computer by the dispatcher.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

1911

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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

AMBER Alert

Computer Entries, Wanted and Theft

Computer Entry Cancellations

Juvenile Runaway Computer Entries

Missing Persons Computer Entries

Stealing Computer Entries

Stolen Vehicles Computer Entries

Wanted Person Computer Entries

COMPUTER ENTRIES

609.00 PURPOSE

The purpose of this General Order is to establish procedure for the entry and removal of wanted/missing persons and stolen property into the REJIS, MULES, NCIC and internet Amber Alert computer systems.

609.01 DEFINITIONS

- A. AMBER Alert: The State of Missouri AMBER Alert Plan is based upon guidelines established by the National Center for Missing and Exploited Children (NCMEC). On August 28, 2003, Section 210.1012 RSMO established a statewide program called the "Amber Alert System." The intent of the Missouri AMBER Alert is to generate a timely alert to a large number of people and to recruit the eyes and ears of these citizens to facilitate the safe return of abducted children. AMBER Alerts in Missouri are handled under the auspices of the Alert Missouri.
- B. Missouri Uniform Law Enforcement System (MULES): MULES is a statewide network, owned and operated by the Missouri State Highway Patrol. The system makes centralized criminal justice data immediately available to law enforcement agencies. Law Enforcement and Joint Communications Centers (dispatch agencies) connect to a mainframe computer through an extensive statewide network. The mainframe connects to the FBI's NCIC system, allowing MULES users to access information nationwide. Warrants, Wanted Subject and Missing person entries made into the MULES system are automatically forwarded by MULES into the NCIC system. Stolen Property entries are entered directly into the NCIC system
- C. National Crime Information Center (NCIC): NCIC is a computerized index of criminal justice information (i.e. criminal record history information, fugitives, stolen properties, and missing persons). It is available to federal, state, and local

law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year.

- D. Regional Justice Information Service (REJIS): REJIS is a data processing center serving governmental agencies in the greater St. Louis, Missouri area. Entries into the REJIS system that meet MULES criteria are automatically forwarded to MULES and the MULES system then automatically enters it into the NCIC system.
- E. St. Louis Area Regional A.M.B.E.R. Alert (SARAA): S.A.R.A.A. is a cooperative effort between the area's law enforcement, radio and television stations, state highway departments, wireless service providers, and mass transit provider to find kidnapped children. Like other A.M.B.E.R. Plans, S.A.R.A.A. calls for the use of these resources to distribute timely kidnapping information to those people living in the St. Louis Metropolitan area and southwestern Illinois.
- F. Wanted Entry. It is a standard practice for the St. Louis County Prosecuting Attorney to issue warrants for state charges only after the suspect has been taken into custody; therefore, subjects wanted by Ferguson are routinely entered into the REJIS computer as wanted if they are not in custody. The Communication Operator will attach the correct charge code to the wanted entry to either keep it local (REJIS only), or send it through to MULES and NCIC. Wanted entries are purged from MULES and NCIC after a period of time. The period of time varies by the severity of the crime.
- G. Warrant Entry. Once a subject has been taken into custody for state charges, the warrant will be entered into the MULES/NCIC systems by the St. Louis County authority. Warrants issued by the Municipal Court will be entered into the REJIS computer by a Ferguson Court Clerk. In most instances the entry will be limited to the local area (REJIS only), or MULES with a mileage limit listed for prisoner pickup if they are arrested by another police department.
- H. Stolen Vehicle/Item entry. Entries on items that can be identified by serial number or an owner applied number qualifying them for entry into the computer systems. Stolen Vehicles are entered into REJIS and then routed through REJIS to the MULES and NCIC systems. Stolen Items are entered directly into NCIC.
- I. Teletype System. A nationwide network, accessed through REJIS, for sending and receiving informational computer messages.

609.02 PROCEDURE:

Computer entries are made into the computer system through the REJIS LE Web computer interface screens. These entries rely on information placed in the Communications Entry Forms by the reporting officer. A Missouri Charge Code is used by REJIS to automatically direct the entry to the correct computer system. By qualification of the Charge Code, REJIS either keeps the entry in the local REJIS system

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or forwards it to the broader MULES and NCIC systems. It is the officer's responsibility to select the Charge Codes that match the charges from the police report; however, the Charge Codes are extensive and complicated. When in doubt, the Communications Operator will verify the Charge Codes with the reporting officer or an on-duty supervisor.

A. The REJIS LE Web Person Entry Screen:

1. Wanted Person Entries will be immediately entered in to the computer system for all wanted persons once a completed FPD Communication Arrest Registration Card signed by a supervisor is submitted to the Communications Operator. After completing the entry, the Communications Operator will print out a package including the entry, history, write the Reference Number on the Arrest Registration Card and file it and a copy of the entry in Communications. A copy of the entry will be given to the requesting officer or placed in the Officer's Mailbox to be picked up later.
 - a. Most wanted entries will stipulate extradition/pickup only within fifty (50) miles.
 - b. On rare occasions, the Commander of the Bureau of Operational Support will authorize statewide extradition/pickup
2. Warrant Entry:
 - a. Composed from the information on the Municipal Warrant.
 - b. Entered under the authority of the Court, no supervisor signature needed.
3. Missing Person Entries will be immediately entered in to the computer system for all persons 17 years of age or older or missing under the criteria listed in General Order 446, once a completed FPD Communication Arrest Registration Card, signed by a supervisor, is submitted to the Communications Operator. After completing the entry, the Communications Operator will print out the entry, write the Reference Number on the Arrest Registration Card and file it and a copy of the entry in Communications. A copy of the entry will be given to the requesting officer or placed in the Officer's Mailbox to be picked up later.
 - a. Missing/Runaway Juvenile Entries will be made for all runaway/missing persons under the age of seventeen (17) years once a completed FPD Communication Arrest Registration Card which has been signed by a supervisor is submitted to the Communications Operator. All missing juveniles will be entered into the NCIC computer system at the earliest opportunity after the initial report.

- b. The Communication Supervisor will verify that the additional Juvenile-Type Code needed to identify the type of missing juvenile is included on the form.
 - 1) "H" Habitual Runaway
 - 2) "P" Parental Abduction
 - 3) "R" Runaway
 - 4) "T" Stranger Abduction
 - 5) "U" Missing, Reason Unknown
 - c. If the on-duty supervisor believes that the Missing Juvenile meets the criteria for a St. Louis Area Regional A.M.B.E.R. Alert (SARAA) or the State of Missouri AMBER Alert Plan (see General Order 446.00) the Communications Operator will give the supervisor the necessary forms for the alert activation.
- B. The REJIS LE Web Vehicle Entry Screen: Entries will be made into the REJIS LE Web Vehicle Entry Screen once a completed **FPD Communication Vehicle Entry Form 062** signed by a supervisor is submitted to the Communications Operator. Serious crimes that occur such as car-jacking, shooting from vehicles, etc. need to be entered in as soon as approved. After completing the entry, the Communications Operator will print out the entry, write the Reference Number on the Stolen Vehicle Entry Form and either give the printout and form to the requesting officer or place it in the Officer's Mailbox to be picked up later by the officer. A copy of the entry and the officer's entry form will be filed in communications. **This vehicle "entry form 62" supersedes G.O. 424.00.**
- 1. Stolen Vehicles.
 - 2. Wanted Vehicles.
 - 3. Towed Vehicles.
 - 4. Vehicle parts marked with the Vehicle Identification Number (VIN):
 - a. The VIN Plate.
 - b. The Transmission.
 - c. The Engine.
 - 5. Vehicle Certificate of Title.
 - 6. Vehicle Certificate of Origin.

7. Stolen License Plate(s) not license tabs; they are entered in the property screen.
 8. The REJIS LE Web Stolen Property Entry Screen will access the NCIC/MULES Stolen Property System for entry of stolen property when it can be identified with a unique serial number or an owner applied number. It will be entered into the correct NCIC/MULES computer system by the Communications Operator after receiving a completed FPD Communications Stolen Article Entry Form 064 from the requesting Officer. No supervisor signature is required. After completing the entry, the Communications Operator will print out the entry, write the Reference Number on the Stolen Article Entry Form and either give the printout and form to the requesting officer or place it in the Officer's Mailbox to be picked up later by the officer. A copy of the entry and the officer's entry form will be filed in communications.
- C. The REJIS LE Web Cancellation Entry Screen is used in the cancellation of all computer entries.
1. When a Wanted individual has been arrested or is no longer wanted; a Missing/Runaway Subject has been located and the identity verified, or a Stolen Vehicle or Stolen Property has been recovered, it is the requesting officer's responsibility to complete FPD Teletype Cancellation Form 047 and give it to the Communications Operator.
 2. The Communications Operator will cancel the wanted entry, print out the cancellation and return Form 047, with the printout attached, to the officer or place it in the Officer's Mailbox to be picked up later by the officer.
- D. The REJIS Teletype screens are used to send and receive information between organizations. The screens are set up to use standard formats for specific types of information and are capable of sending the teletypes to individual agencies or to preset groups (surrounding agencies, REJIS agencies or State of Missouri agencies)
1. The General Message Routing Screen
 - a. Criminal Act Message
 - b. IQ, FQ, AQ Inquiries
 2. The Hit Confirmation Request Screen is used by a department locating a wanted person or stolen item to request verification from the reporting department that the person/item is still wanted.
 3. The Hit Confirmation Response Screen is used to verify either that the person/item is still wanted or is not. Generally the responding department

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has only 10 minutes to respond that they received the request. If there is no response within those 10 minutes, the subject/property may be released. A Hit Confirmation request can be set at one hour if time is not an issue (i.e. subject in custody on unrelated charges). A response that indicates that the Confirmation Request was received and attempts to verify the want is permissible and will usually cause the subject/property to be detained until further confirmation, one way or the other, is possible.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

Department Personnel

CCF Reference 32.3

April 8, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Dispatch hours worked
Dispatch breaks
Duties of the off-going dispatcher
Duties of the on-coming dispatcher

DISPATCH HOURS WORKED AND RELIEF PROCEDURE

610.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the Communications Center

610.01 POLICY

The purpose of this policy is to establish the operational hours and relief procedures for personnel working the communications consoles providing dispatching services to the City of Ferguson Police Department and contracted municipalities on a 24 hours basis.

610.02 PROCEDURE

A. Work Schedule:

Unless otherwise notified, the following are the scheduled hours of work for each shift.

Day Shift	0700hrs-1500hrs
Day Overlay	0900hrs-1700hrs
Afternoon Shift	1500hrs-2300hrs
Afternoon Overlay	1700hrs-0200hrs
Midnight Shift	2300hrs-0700hrs

Duty hours may be adjusted to meet the needs of the department.

B. Dispatcher Breaks

Dispatchers are allowed two paid fifteen minute breaks and one paid thirty minute meal break per 8 hr work shift. Dispatchers who work 6 hrs or less are entitled to one 15 minute break.

1. The 30 minute break should not be taken during the first two hours or the last two hours of a shift.
2. The first 15 minute break shall be taken at least 30 minutes prior to the 30 minute break.

C. Duties of the off-going dispatcher:

1. Complete all calls for service entries into the CAD. Be sure the dispatch area is cleaned, all trash is thrown away, and any computer work is completed, or passed on to the on-coming dispatcher.
2. Pass on all pertinent information to the on-coming dispatcher.
3. The off-going dispatcher is in charge and responsible for dispatch duties until such time as the on-coming dispatcher is fully informed and prepared to take over the duty. In any event, the off-going dispatcher will remain on duty at the radio until relieved by the on-coming dispatcher.
4. The off-going dispatcher is responsible to log off of their CAD profile and their REJIS profile before ending their shift.

D. Duties of the on-coming dispatcher

1. Observe and be aware of patrol activity, calls, prisoner pickups, that occur during relief time.
2. Check all radio channels, scanner and volumes to ensure the correct channels are being monitored and the volume is adequate.
3. If reporting for day shift, ensure security tapes and AS400 tapes are changed within the first 30 minutes of the shift.
4. Be fully aware of any calls that are in progress, car stops and officer whereabouts.
5. Check the duty roster to be aware of which officers you have on duty and which sector they are working.
6. Both dispatchers will work together to insure that no calls are delayed or forgotten. Ensure the on-coming dispatcher is fully informed of all information of the day and is in control of the communications desk prior to the off-going dispatcher's departure. Any dispatcher receiving a call for service during shift change is responsible to

ensure that the call is place in CAD and that the appropriate officer is aware of the call.

7. In the event that the off-going dispatcher is not relieved due to the on-coming dispatcher calling in sick, etc., the off-going dispatcher will remain on duty until such time as the Communications Supervisor can make arrangements for his/her relief by a competent relief person.

E. Observe existing communication office rules

1. Maintain grooming standards
2. No food or snacks at the console. ~~Eating is permitted only at the center circular cabinet and break room.~~
3. Keep personal phone calls to a minimum. The use of personal cell phones is permitted only in the break room.
4. No games on the computer.
5. No smoking is allowed in Police Headquarters and only in designated areas outside the building.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

July 22, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

E911 Overview
911 Answering procedures
911 Hang-ups
911 Equipment Failures
Misdirected Emergency Calls

911 ANSWERING PROCEDURES

611.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the Communications Center.

611.01 POLICY

The purpose of this policy is to provide personnel with the background and the procedures for proper use of the 911 system. Also to establish a procedure for the timely response to 911 Emergency calls by communications personnel.

611.02 SYSTEM OVERVIEW

The E911 (enhanced 911) system provides citizens with a single telephone number to dial in the event of a police, fire or medical emergency. The 911 call provides the public safety answering point with the phone number, address and subscriber's name.

All 911 calls will display the phone number on the phone console. The phone number, address, subscriber name, municipality and the proper police, fire and ambulance dispatch agency will be displayed on the "ALI" screen at each console. **(cell phone numbers are rarely displayed)**

611.03 ANSWERING PROCEDURES

Citizens using the 911 number are often excited, confused and occasionally hysterical. Remember to use voice control. The phrase **"911 Emergency"** will be used.

July 22, 2011

- A. Immediately ask the caller, "Where is your emergency?" Once the location of the emergency is known, determine if police, fire, or medical assistance is needed.
- B. If the call is for emergency police service, handle the call in the normal manner. The location, caller's name and phone number (**except cell number**) will automatically appear on the 911 "ALI" screen. Verify with the caller that the information on the screen is correct.
- C. If it is determined that a citizen needs fire or medical service, the caller will be told "stay on the line, I'm transferring you to the fire department or the ambulance." The call is to be transferred immediately. Stay on the line while transferring a call to ensure a proper transfer but, DO NOT intervene in the conversation between the caller and fire/ambulance dispatcher unless urgent. If the dispatcher has any questions regarding the call, they should wait until the fire dispatcher inquires if we are "clear" and then ask those questions necessary to properly complete the call. The dispatcher should remain on the line to monitor the information needed for police response.
- D. All calls received on 911 lines that are requests for police service requiring a unit to be dispatched will be handled over that phone line. We will not classify the call as non-emergency and transfer to the non-emergency line.
- E. To cancel a call or release a busy tone, or to release from a three-way call without disconnecting the 911 caller, depress the release key.
- F. If a 911 call is found to be misdirected, or the caller is reporting an emergency occurring in another jurisdiction, the call will be transferred to the appropriate agency. If a busy signal is received upon transfer, the dispatcher will keep the caller on the phone and obtain critical information to the incident. If the situation is an emergency, the information will be relayed to that agency by point-to-point radio. If it is of a non-emergency nature, the information may be relayed by either point-to-point radio or telephone.
- G. Any non-police type call or calls for information not related to a call for police service that is received on 911 lines will be handled by the person answering such a call. The dispatcher will inform the caller to use 522-3100 in the future for non-emergency periods where the 911 is experiencing numerous emergency calls being received due to an incident such as a tornado, or other disaster and it is imperative that the five (5) 911 lines be kept available for emergency type calls coming in.
- H. All requests for medical or fire suppression services that are received on the 522-3100 lines will be relayed to the fire/medical dispatch service. The communication operator will obtain the name of the person requesting the medical service, the location where it is needed, the call back telephone number and the nature of the emergency. This information will then be relayed by telephone to "North Central

July 22, 2011

Dispatch" who will dispatch the proper ambulance or fire services. On a 911 call line the call will be transferred immediately.

- I. The 911 printer will automatically print the 911 ALI information after the dispatcher has disconnected the 911 call.
- J. When the dispatcher becomes aware of any power failure, or any phone failure in communications, the dispatcher will ensure if the 911 system is operational by dialing 911 from a department phone, to see if the system is operational. If the dispatcher is unable to dial outside from a department phone, the dispatcher should immediately dispatch an officer to an outside phone to check the status of our 911 phone system. If it is determined that the 911 system is not functional, refer to 611.04 for further.

601.03 911 HANGUPS

The following procedure will be followed in all cases where an individual dials 911 and hang-ups, or can't be understood or satisfactorily interviewed.

- A. The telephone number will be displayed on the ALI screen. Should the number be lost or disappear from the ALI screen, immediately proceed immediately to the 911 printer to obtain the number.
- B. Return the call immediately and talk to the resident. If the call taker can determine that it was an accidental call no officer will be dispatched.
- C. If there is no answer on the call back, the call should be classified as a 911 hang-up and a police unit will be dispatched.
- D. If a 911 hang-up is received from a cell phone and a subscriber cell phone number appears on the screen, return the call and attempt to verify that an emergency does not exist.
- E. Be sure to check an open line for possible TDD (telecommunications device for the deaf) caller. See procedure Operation of TDD device.

601.04 E911 EQUIPMENT FAILURES

In the event of any type of 911 equipment failure, we will notify St. Louis County Communications, at 889-2345, that our 911 system is malfunctioning, and our 911 calls need to be transferred. St Louis County will make proper notifications.

For additional information see *G.O. 604.00 General Telephone Handling*.

July 22, 2011

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is written in a cursive style with a large, looped initial "C".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 36.1, 36.7

July 21, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Radio, Speech

Speech, Radio and Telephone

Telephone, Speech

SPEECH: RADIO AND TELEPHONE

612.00 PURPOSE

The purpose of this General Order is to establish uniform speech procedures for officers and communications section personnel when answering telephones and communication over the police radio system.

612.01 POLICY

The purpose of the policy is to provide Ferguson personnel with guidance regarding radio and telephone communications.

612.02 PROCEDURE

Practice good enunciation, clarity of voice, and cadence. Project "professionalism". Your voice should not reflect emotions. Remain calm; this will assist the officer in remaining calm. Do not speak too loud or rapidly. This only causes repetition. This wastes airtime. Do not show anger, disgust, or impatience. Make sure your voice does not trail off or sound uncertain, indecisive, "sing song", or hesitant. Spell phonetically any unusual names. If the name is a common name, advise "common spelling" -or- if more than one spelling advise i.e. Rodger with a "D".

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 36.12

the other hand, it is not possible to find a single value for the parameter α which is valid for all values of β .

It is therefore necessary to find a value for α which is valid for all values of β .

It is therefore necessary to find a value for α which is valid for all values of β .

July 22, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Dispatch Responsibilities

DISPATCH RESPONSIBILITIES

613.00 PURPOSE

The purpose of this General Order is to establish the responsibilities of dispatch personnel assigned to the Communications Section.

613.01 POLICY

The purpose of this policy is to define specific responsibilities of the Ferguson Communications Operator (Dispatcher).

613.02 PROCEDURE

- A. The law enforcement dispatcher is responsible for the dispatch of law enforcement units, their locations, and their well-being. That operator must assume responsibility for the knowledge of the calls the officer is being assigned, and have immediate recall of that officer's location in the event assistance is needed.
- B. Further the operator must be certain of all established procedures that field units will use in critical situations, and follow all FPD directives to be certain that the proper action and information will be given at all times. The operator must remember at all times they are the officer's primary link to safety.
- C. It is also the on-duty dispatcher's responsibility to monitor point to point, mutual-aid, police alternate, and the riot channel. It is the responsibility of the on-duty dispatcher and/or dispatchers to ensure that the volume on these channels is adequate to receive and monitor traffic, and to ensure that these channels are not muted.
- D. Communications operators are not trained in emergency first-aid instruction to give over the telephone or radio and therefore are not to give first-aid instruction to callers. In the event that emergency first-aid request is made over the radio or telephone, dispatchers are to immediately summon EMS personnel to the scene of the request.
- E. Communication operators will utilize Computer Aided Dispatch (C.A.D) as directed by *G.O. 603.00 Dispatch Call Priorities* when officers call out of the vehicle on vehicle stops or when exiting their patrol unit and the status of the officer will be displayed on the C.A.D. screen of the Communication Room and all patrol units vehicles. Subsequently, all communication operators, supervisors and officers can

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monitor the status of officers and safety is enhanced when their locations and the nature of the call is known or the incident they are assigned is listed on C.A.D.

- F. When officers exit their police unit they have the responsibility to notify the communications operator of their location *see G.O. 600.00 Radio Procedure*. They have additional responsibilities to give additional information when stopping traffic violators *see 482.00 Stopping and Approaching Traffic Violators*.

By order of

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a faint circular stamp.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 36.17

July 21, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Alert Tone

Station Busy Tone

STATION BUSY TONE

615.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the Communications Center.

615.01 POLICY

This procedure is established to set guidelines for use of the "Station Busy" tone feature on all dispatch radio consoles. The "Station Busy" tone functions differently from the "Alert Tone" used for 10-68 broadcasts and other relevant bulletins.

A. The purpose of the Station Busy Tone feature is to provide an audible signal to indicate to all officers that the "station is 10-6," and that they should refrain from calling until the station is "cleared." This will assist the officer who was away from their radio and prevent him/her from calling, possibly interrupting an urgent message.

B. The "Station Busy" tone, when activated, causes a momentary tone to be broadcast at regular intervals, until silenced by the dispatcher

615.02 ACTIVATION

The dispatcher shall cause the Emergency Alert Tone to be activated during any of the following conditions or as otherwise requested by the watch supervisor, bureau supervisor or officer on the scene:

- During a Robbery, Disturbance involving weapons.
- After officers' arrival on a "Burglary in Progress" call.
- During an "Officer in Need of Aid" (The Alert Tone will be used if there is too much traffic for the Station Busy Tone.)

- Any major crimes in progress.
- Pursuits. (The Alert Tone will be used if there is too much traffic for the Station Busy Tone.)

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is written in a cursive style with a large, prominent "C" at the beginning.

COLONEL THOMAS JACKSON
Chief Thomas Jackson

Distribution

All Department Personnel

July 27, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Public Information

Release of Information to the News Media

RELEASE OF INFORMATION**617.00 PURPOSE**

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department to ensure proper distribution of information to members of the Department, the general public and contract agencies regarding the activity and performance of the Dispatch center.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the Communications Center

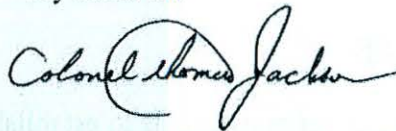
617.01 POLICY

- A. It is the policy of the Ferguson Communications Center to refer callers and inquires directly to the specific agency or on duty supervisor involved in the call or incident. The Dispatch Center will not release information or act as the point of contact in these situations.
- B. Request for dispatch records or copies of computer based Calls for Service will be directed to the Communications Supervisor in writing.
- C. The dispatcher will refer information request from outside police agencies to the on-duty Watch Commander or Detective Bureau.
- D. When incidents involve several public safety agencies, all information requests will be directed to the lead or primary investigating agency.
- E. Release of information by the dispatcher during active events will be limited to department personnel or contract agencies actively involved in the incident and information necessary for officer safety broadcasts.

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- F. Information or comments will never be given to the News media, except in the case of a SARAA or AMBER Alert. All media calls will be directed to the Watch Commander, or voice mail. For additional information see *G.O. 458.00 NEWS MEDIA/PRESS RELATIONS* and *G.O. 446.00 RUNAWAYS AND MISSING PERSONS REPORTS*.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is written in a cursive style with a large, looped initial "C".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

July 27, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Confidential Employee Information

Confidential Employee Information Contracted Municipalities

CONFIDENTIAL EMPLOYEE INFORMATION

618.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the Communications Center

618.01 POLICY

The purpose of this policy is to establish a procedure for telephone requests for personal information (home phone number, pager number, address, etc.) of Ferguson Police employees.

618.02 PROCEDURE

A. Ferguson Police employees

A telephone request received by the dispatcher from other department employees requesting information will be handled as such, the caller will be asked by dispatch personnel to identify themselves by DSN and home telephone number, prior to giving any information to that caller.

B. Contracted Municipalities

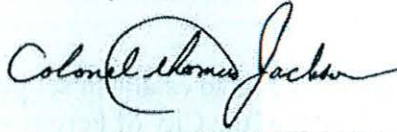
A telephone request received by the dispatcher from on duty officers will be given after the Caller verifies DSN and home phone number. All other request for personal information will be directed to the on-duty officer for the municipality or the municipal station.

July 27, 2011

C. Members of the Public

A telephone request received by the dispatcher from any member of the public requesting confidential information regarding employees of the Ferguson Police Department will not be entertained. Forward the call to the intended employees' voicemail or take a message and place it in the mailbox of the employee.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written over a circular stamp or seal.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Dispatcher Uniform Appearance

UNIFORMS AND APPEARANCE

619.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department.

619.01 POLICY

The purpose of this policy is to address uniform and appearance issues that are relevant to the dispatch personal.

A. Uniform

Dispatchers will be required to wear the civilian uniform. The uniform issued will be short and long sleeved polo shirts with the Department Logo embroidered on the left breast area and khaki, tan or black pants.

Employees may wear long or short-sleeved polo shirts year round.

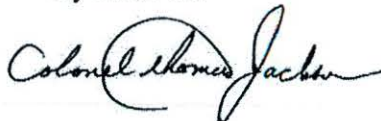
Shoes with support and color coordinated to the uniform, covering the entire foot are required.

B. Sweatshirts and sweaters

Employees may purchase and wear over the polo shirts, sweaters and or sweatshirts bearing the Department logo. Turtlenecks are permitted under sweaters and sweatshirts with the department logo.

Also available is a dark blue fleece jackets with a logo.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Animal Control
Animal Handling
Confined Animals
Rabies Control

ANIMAL CONTROL AND ANIMAL HANDLING

620.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the CommunicationsCenter of the City of Ferguson Police Department.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the CommunicationsCenter

620.01 POLICY

The St. Louis County Police Department works with St. Louis County Department of Health, Animal Control Section, (formerly known as Rabies Control) exclusively for the pickup of stray and confined animals and the handling of all animal bite cases.

A. ST. LOUIS COUNTY ANIMAL CONTROL

St. Louis County Animal Control responds to a variety of calls as follows:

1. Stray Animals Running Loose:

Animal control responds to calls of dogs and cats that are running loose and creating a nuisance, whether or not the owner of the animal is known. Animal Control is not equipped to pickup stray horses or livestock that are running loose, these calls should be referred to the Humane Society of Missouri. Animal Control responds to reports of wild animals acting aggressively - otherwise wild animal calls should be referred to Wildlife Rescue.

2. Animals Confined:

Animal Control responds to calls of animals that were running loose and have since been confined by a citizen. An animal is confined if it is tied, caged, or similarly restricted.

3. Injured Animals/Dead Animals:

Injured animal calls should be first referred to the Humane Society. St. Louis County Animal Control will respond to these calls in emergency situations where an injured animal is attacking people or impeding traffic if the Humane Society cannot be reached, or if their ETA is in excess of 30 minutes. Street or highway departments may be contacted to remove dead animals. Dead animals on private property can be removed by a private service for a fee.

a) Humane Society of Missouri

314-647-8800 (8 AM - 7:30 PM, Monday through Friday)

b) Wildlife Center of Missouri

636-394-1880 (24 hours per day)

c) Animal Carcass Removal

636-931-4400

4. Animal Bites Involving People:

Persons having been bitten should be advised to consult a physician. An ambulance should be offered if, in the caller's opinion, the bite is serious. Animal Control will respond to these calls to determine vaccination status of the biting animal and to initiate the required ten-day observation procedure. The biting animal should be confined if possible and registration number of owner's name and phone number obtained. If the biting animal is a wild or un-owned animal, advise the caller that, "efforts to safely trap or restrain animal in a garage, cage or on a rope are very important to determine if animal has rabies; however, if you decide to do this yourself, you should be careful not to get bitten by this animal." Dispatch Animal Control to quarantine the biting animal.

5. Animals Creating Nuisance:

a) Complaints of barking dogs will be referred to a police officer.

b) Nuisance calls (cats, dogs and other animals) such as cats and dogs defecating in neighbors' yard, fighting, or destruction of property will be referred to a police officer for investigation.

c) Animal Control will respond to "check the welfare of an animal" call.

6. Animals Loose Within a Residence:

Animal Control responds to calls involving any animals inside a residence that are causing problems (i.e., bird or other wildlife trapped in a home). They will only remove it from inside the dwelling, and do not treat or transport wild animals that are injured. These calls may be considered emergency calls depending on the situation.

7. Bats Within a Residence

Animal Control responds to **ALL** calls involving bats. The dispatcher will obtain

the name and a callback phone number from caller and forward the call immediately to Animal Control. Bat calls are considered a top priority. The caller should be advised that bats should never be touched, picked up or released and that Animal Control will pick up the bats and send them for testing.

8. Animal on Animal Attack

Animal Control will respond to calls involving animal attacks to another animal unless these calls involve wildlife. An Animal Control officer will respond to the scene to speak with all parties involved, obtain any statements needed and determine if they will issue citations or impound the dog for a dangerous dog investigation.

B. ANIMAL CONTROL SHELTER OPERATIONS

Animal Control maintains two shelters for the handling and holding of animals and hastrucks available to respond on calls from these locations. Persons may claim lost pets during their hours of operation.

SHELTER LOCATIONS

1. Shelter

77 Hunter Lane, Ladue

314-726-6655

(Intersects Ladue Road at railroad crossing, just east of I-170)

2. Shelter

10521 Baur Rd.

St. Louis, Mo. 63132

314 615-0666

C. POLICE OFFICERS

Police Officers will be dispatched by Communications personnel in the following situations:

1. Horses, Cows, Pigs, etc., Running Loose:

A police officer will be dispatched due to the hazard presented to traffic and public welfare. The Humane Society is equipped with a horse trailer and will respond upon request, after the responding officer evaluates the situation.

2. Vicious Animals:

On occasion, calls are received by Communications personnel concerning an animal that has attacked or is attacking people. A Police Officer will be dispatched due to the threat to public welfare, and an animal control unit will be dispatched to assist.

D. LOST PET INFORMATION

Communications personnel occasionally receive calls requesting information on lost pets. The caller should be provided the telephone number of the shelters previously identified in this procedure.

1. Callers trying to locate pets should call the shelter during normal business hours. These hours are also the only times an animal can be released from the shelters.
2. The caller should be prepared to provide as complete a description of the pet as possible to include identification tag numbers or license numbers, if any. It is important to personally visit the shelter for identification of pets, which can be done during normal operating hours.

E. WILDLIFE CENTER OF MISSOURI

Wildlife Center of Missouri responds to calls of injured or orphaned wildlife, wildlife in distress, or wildlife that is trapped in people's houses. Advise that skunks are an extreme rabies risk. There is a fee for removing non-injured animals from homes and private property. (Call for information of fees.) Animal Control should be notified in cases of wildlife acting aggressively or to respond to other questions.

1. Location: 1128 New Ballwin, Ballwin, Missouri
636-394-1880
2. Hours of operation: weekdays 9:00 AM – 5:00 PM then 6:30 – 8:00 PM
Saturday, Sunday 9:00 AM – 12:00 PM then 6:30 PM – 8:00 PM

See G.O. 448.00 Animal Bite Report and G.O. 480.00 Barking Dog Incidents for policies and additional specifics.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Mutual Aid Procedures
Public Resource Lists

PUBLIC SAFETY PROCEDURES

621.00 PURPOSE

The purpose of this General Order is to establish a written directive that requires communications personnel have immediate access to public safety resource lists with primary individuals names and telephone numbers identified.

621.01 POLICY

The purpose of this policy is to establish that all communications personnel has ready access to listings that provide contact information and call-out procedures for other service agencies that may be needed in an emergency situation.

621.02 PROCEDURE

Each console of the Ferguson Dispatch Center shall be equipped with contact listings of the employees of the Ferguson Police Department in ready access for emergency call out. In addition each dispatch console will be provided with call out resource list for public safety contacts, utility companies, and emergency services provided by members of the private sector, state and federal law enforcement agencies.

The center circular console of the Ferguson Dispatch Center shall contain a "Code 1000" manual for mutual aid assistance.

621.03 PROCEDURE OVERVIEW

It is the responsibility of the supervisor of Communications to maintain Public Safety resource list with primary individual's names and telephone numbers and manuals for mutual aid assistance.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel; MPCCF Reference 36.6

TO THE HONORABLE THE SENATE
AND THE HONORABLE THE ASSEMBLY
OF THE STATE OF NEW YORK

IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE AND THE ASSEMBLY
ON JANUARY 14, 1908, RELATIVE TO THE
REPORT OF THE COMMISSIONER OF THE LAND OFFICE
ON THE PROGRESS OF THE LANDS BELONGING TO THE STATE

ALBANY, N. Y.:
JANUARY 14, 1908.

PRINTED BY THE STATE PRINTING OFFICE.
ALBANY, N. Y.

July 27, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Maps

MAPS

622.00 PURPOSE

The purpose of this General Order is to establish a written directive that requires maps or street indexes of the primary service area and surrounding jurisdictions is available to the Ferguson communications personnel.

622.01 POLICY

It is the purpose of this policy to provide communications personnel resource information (Maps) for the area they are servicing.

622.02 PROCEDURE

Each console of the Ferguson Dispatch Center shall be equipped with a map detailing the jurisdictional boundaries of the City of Ferguson. In addition each console shall contain detailed maps of any other agencies that are under contract for dispatching services with detailed maps of jurisdictional boundaries.

The center circular console of the Ferguson Dispatch Center shall contain a "map" detailing St. Louis County and St. Louis City, Missouri. These additional maps may become useful when routing other emergency services from their point of origin to their destination within the agency's jurisdiction during emergency situations

622.03 MAPS OVERVIEW

It is the responsibility of the supervisor of Communications to maintain detailed mapping of the City of Ferguson, areas under contract for dispatching and mapping of St. Louis City and St. Louis County, Mo. in the Communications Center and readily available for assistance.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel
MPCCF Reference 36.8

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July 27, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Radios

Radio Communications

Radio Repair

RADIOS/RADIO COMMUNICATIONS**623.00 PURPOSE**

The purpose of this General Order is to establish a written directive that requires the Ferguson Police Department provide multi-channel radios, both mobile and portable allowing two-way operation on joint law enforcement frequencies. As well as establish procedures for radio communications to and from patrol officers and specifies those circumstances requiring such communication by patrol officers.

623.01 POLICY

It is the purpose of this policy to provide continuous radio communication with other law enforcement agencies and each officer of the Ferguson Police Department.

623.02 PROCEDURE

During emergency situations, the Ferguson Police Department has the capability to maintain continuous radio communication with other law enforcement organizations and to enable the proper coordination and deployment during extraordinary circumstances.

The Ferguson Police Department's Communications Center Base Radio Station has four radio channels: 1. Main Transmitting Channel, 2. Back-up Transmitting Channel, 3. Point-to-Point Channel, 3. St. Louis County Radio Channel.

Every police vehicle is equipped with a mobile multi-channel radio allowing two-way operation to the base station, other officers and joint law enforcement frequencies.

Radio communications is a necessity for patrol officers. Operations are more efficient and effective and officer safety is enhanced when dispatchers, supervisors, and fellow officers know the status of officers, their locations, and the nature of the case, call, or incident they are responding to.

Each commission Ferguson Police Officer is assigned a portable walkie-talkie equipped with an emergency alert button for exigent circumstances and multiple channels. Officers shall utilize the radio to call out on traffic stops and pedestrian checks giving their location, description of vehicle and pedestrians and circumstances of the stop should be relayed prior

July 27, 2011

to acting. For additional information see *G.O. 482 Stopping and Approaching Traffic Violators* and *G.O. 600.00 Radio Procedures*.

623.03 RADIO REPAIR

If an officer discovers a malfunction of his portable walkie-talkie, the officer should immediately notify their supervisor, tag the walkie-talkie describing the problem and arrange delivery to the communications supervisor. The supervisor should generate an e-mail to the communication's supervisor detailing the problem. The communication's supervisor will provide a replacement walkie-talkie and arrange for the repair of the malfunctioning equipment.

If an officer discovers a malfunction of a police vehicle's mobile radio, the officer should immediately report it to his supervisor and transport it to the Ferguson City Garage where maintenance will have the radio repaired. The supervisor shall generate an e-mail to the Ferguson City Garage advising of the circumstances regarding the mobile radio. A copy of the e-mail should be sent to the Commander of the Division of Field Operations/Division of Administration.

623.04 PORTABLE RADIOS

The supervisor of Communications will maintain custody of all logs regarding portable radios. Each portable radio must be accurately logged regarding possession by the officers. The portable radios are entered into the base radio by number and name in regard to emergency activation.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 36.5, 36.9

July 27, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Dispatch Services

DISPATCH SERVICES

624.00 PURPOSE

The purpose of this General Order is to establish a directive advising parties of the services provided to the outside agency and what services shall be provided by the communications personnel.

624.01 POLICY

It shall be the policy of this department to provide "dispatching services" for contracted departments.

624.02 PROCEDURE

The City of Ferguson Police Department Communication Division contracts for additional agencies and provides for dispatching services. The City of Ferguson Police Department provides a comprehensive Communications Package that includes:

- a. 24 hour police radio dispatch service
- b. 24 hour E-911 service
- c. Accessibility to Computer Aided Dispatch services
- d. A daily print-out of incident reports (calls for service)
- e. Accessibility to the Ferguson Police mobile computer network (training costs, network connectivity and hardware costs not included)
- f. Radio logs and audio tapes needed in voice communications for administrative purposes and criminal prosecution.

These guidelines will also apply to all Ferguson Police Officers, Ferguson Communication Personnel as well to the other Police Agencies that are provided communication services by the Communication Center.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel and Contracted Agencies
MPCCF Reference 36.14

July 27, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:
Dispatcher Training

DISPATCHER TRAINING

625.00 PURPOSE

The purpose of this General Order is to establish a directive that requires employees of the communication center of the Ferguson Police Department to receive annual training as required and defined in Missouri State Statues and administrative Law.

625.01 POLICY

It is the policy of the Ferguson Police Department to provide annual training that meets or exceeds requirements as defined by Missouri State statues and administrative law. The training of communication employees will insure that the knowledge and skills are improved upon to ensure professional, prompt, and reliable service for the agency and the community we serve.

625.02 PROCEDURE

- A. Initial training requirements for telecommunicators who answer 911 calls that come to public safety answer points shall be as follows:
 - 1) Police telecommunicator.....16 hours
- B. All persons employed as a telecommunicator in this state shall be required to complete ongoing training so long as such person engages in the occupation as a telecommunicator. Such persons shall complete at least sixteen hours of ongoing training every two years.
- C. Any person employed as a telecommunicator on August 28, 1999, shall not be required to complete the training requirement as provided in 625.02 Subsection A. Any person hired as a telecommunicator after August 28, 1999, shall complete the training requirements as provide in 625.02 Subsection A, 1. within twelve months of the date such person is employed as a telecommunicator.

625.03 TRAINING RECORDS

- A. It is the responsibility of the supervisor of Communications to maintain training records, certificates and waivers for each telecommunicator employed. Certified copies of certificates and transcripts may be used in place of originals.

July 27, 2011

- B. It is incumbent upon the supervisor of Communications to certify telecommunicators meet the requirements.

625.04 911 TRAINING AND STANDARDS ACT

The provisions of the policy are drafted from RSMo. 650.340.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is written in a cursive style with a large, looped initial "C".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 36.16

June 9, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Personnel

Job Description

Emergency Communication

Inter-Agency Communication

Lines of Supervision

PERSONNEL**626.00 PURPOSE**

The purpose of this General Order is to establish how personnel have the capability to communicate with their own system and on an emergency basis with the system of contiguous jurisdictions.

This order shall identify the lines of supervision; identify job descriptions and qualifications for communications personnel.

626.01 PROCEDURE

- A. The Ferguson Police Department's Communications Center maintains and operates a continuous base radio station with point to point capabilities.
- B. Every police vehicle is equipped with a mobile multi-channel radio allowing two-way operation to the base station and joint law enforcement frequencies.
- C. Every commission Police Officer is assigned a portable walkie-talkie with multi-channel radio allowing two-way operation to the base station and joint law enforcement frequencies. *See G.O. 623.00 Radios/Radio Communications for additional information.*
- D. During emergency situations and contact is necessary with contiguous jurisdictions the base radio station will use their point to point frequency to make contact for communication.
- E. Police Dispatchers or Communication Operators under day to day operations are directly under the direct supervision of the Communications Supervisor (Sergeant). During exigent or emergency circumstances the communication operator shall contact the on-duty supervisor of Field Operations for instruction or assistance.

June 9, 2011

- F. Job descriptions and qualifications for police dispatchers are described in *G.O. 111.00 Personnel Responsibilities*.

By order of:

A handwritten signature in black ink that reads "Colonel Thomas Jackson". The signature is written in a cursive style with a large, looped initial "C".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 36.5